



End User Guide for ZingHR

HR User Guide for ZingHR



End User Guide for ZingHR

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How to access the application in web portal.



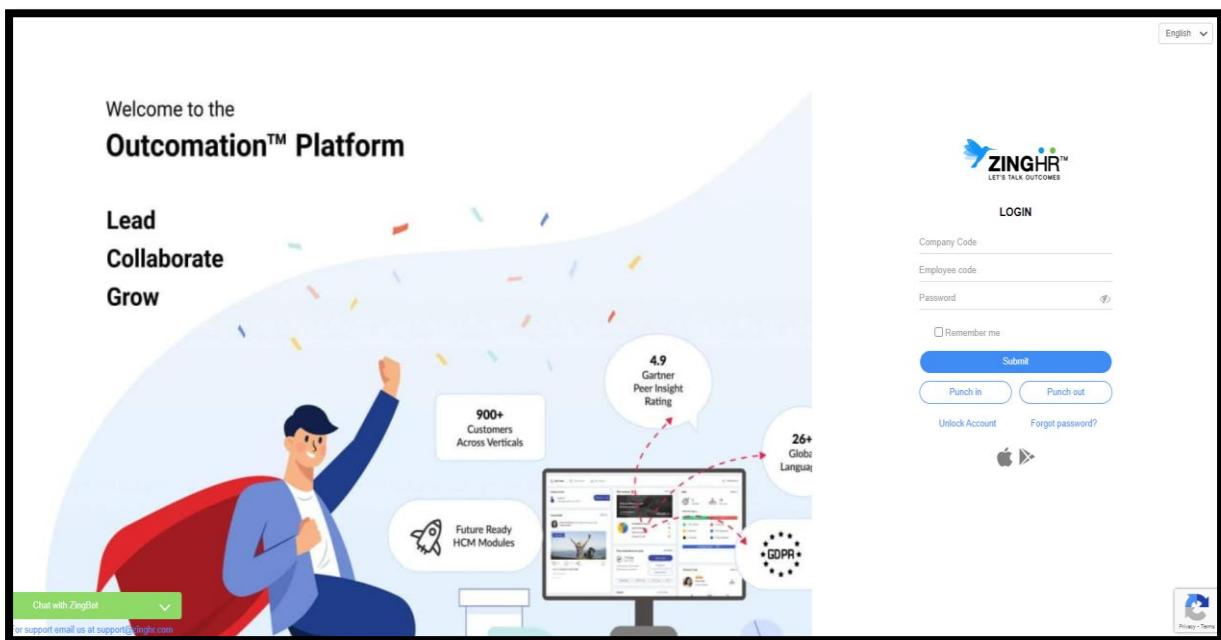
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ZingHR is a cloud hosted web-based application that can be accessed using the VPN of GARMCO. This application can be accessed in “Web Application” as well.

To access the Application, kindly use the below mentioned URL.

<https://portal.zinghr.ae/2015/pages/authentication/login.aspx>

ZingHr will send a system generated credentials to all the employees to login.





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This is how the Home page will look.

The screenshot shows the ZingHR home page for an Admin user. At the top, there's a header bar with the GARMCO logo, a 'Welcome Admin!' message, and various navigation links like 'My Home', 'My Work', 'My Zone', 'My Growth', 'My Social', and icons for 'CHATBOT CONFIG', 'DASHBOARDS', and 'PERSONALIZE'. A red notification badge with the number '3' is visible on the top right. Below the header, there's a 'Punch In' section showing a blue button labeled 'Punch In →' and some swipe history. To the right is a 'Time, Attendance & Leave' calendar for May 2024, where the 16th is highlighted. There's also an 'Announcement' box stating 'No announcements exist' with a megaphone icon. On the left, there's a 'Welcome New Employees' section indicating no new employees for the current month. At the bottom, there's a 'Social Feeds' section with a LinkedIn post from GARMCO.

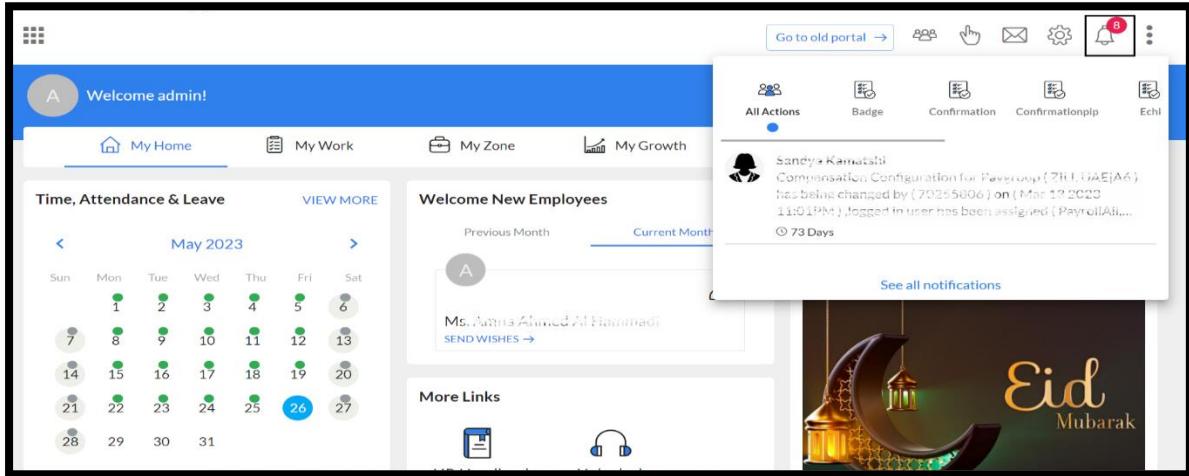
Employee Dossier details approval

Purpose:

Employee Dossier shows the Employee Data, also allows employees to amend their data. For ALL Amendments made, the HR will get notified and need to approve.

Navigation: Click on the pending transactions bell icon

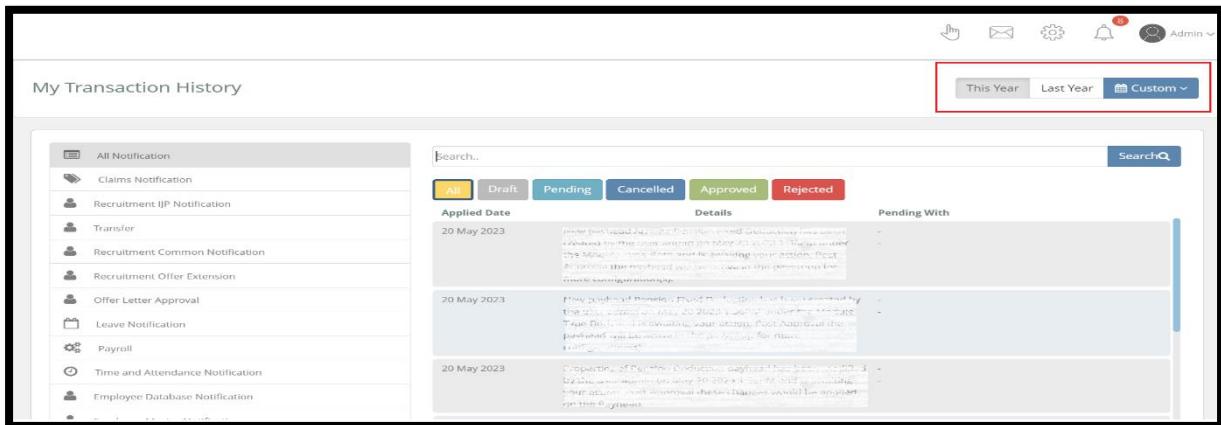
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Action by:

After clicking on the pending action items, HR can see all the request raised by the employees and accordingly can view, accept, or reject the employee request.

You can also filter the year and accordingly choose the current, previous or any custom year.



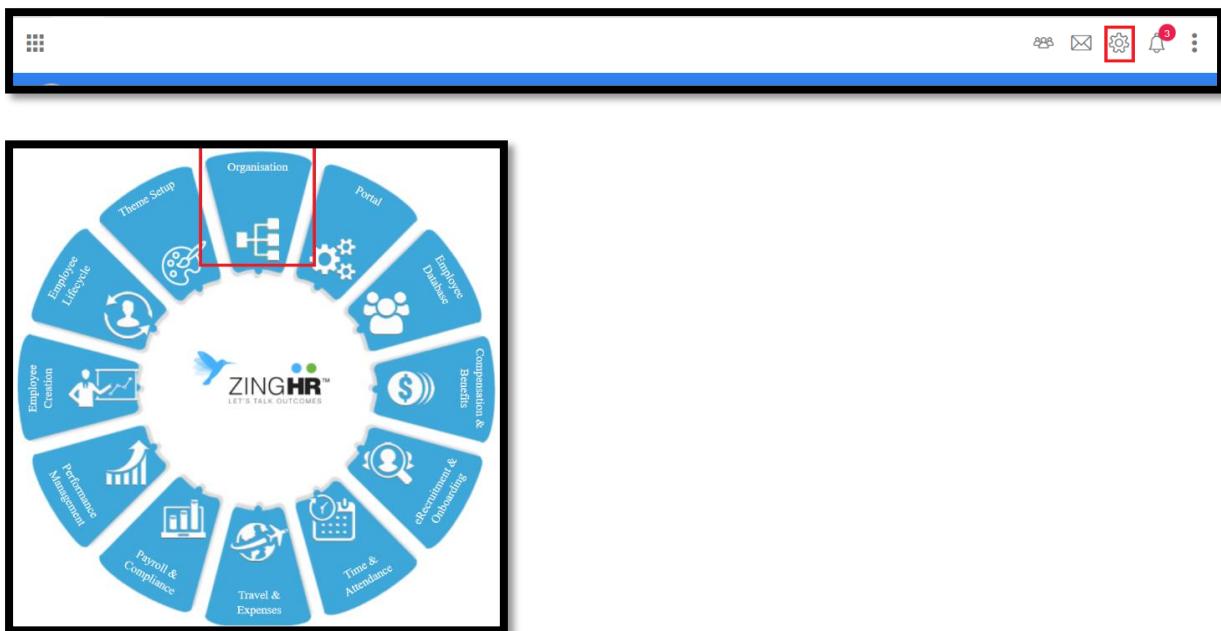
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Attribute creation

Purpose:

The purpose of Attribute is to give company specific information about the employee as every employee is mapped with an attribute in the organization.

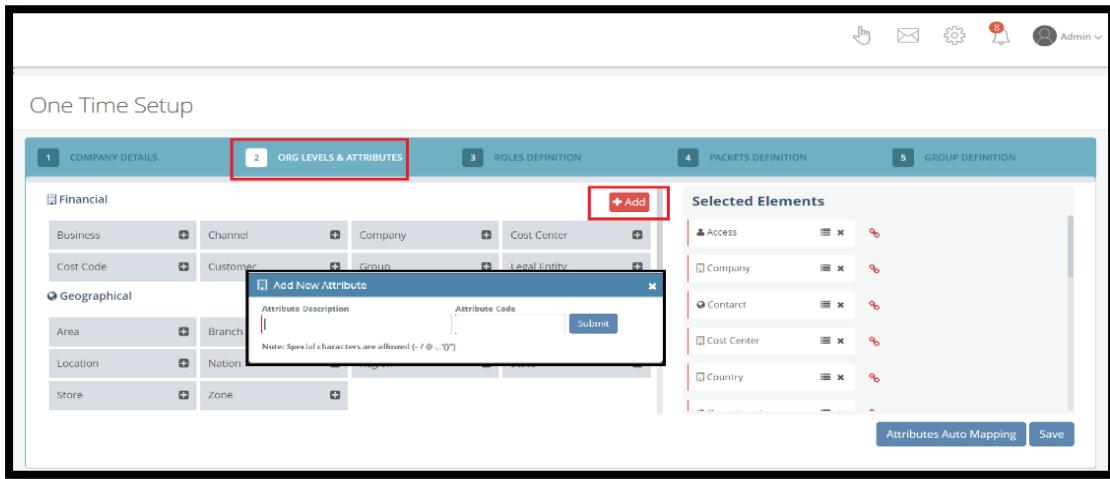
Navigation: Setup circle -> Org levels & Attributes



Action by:

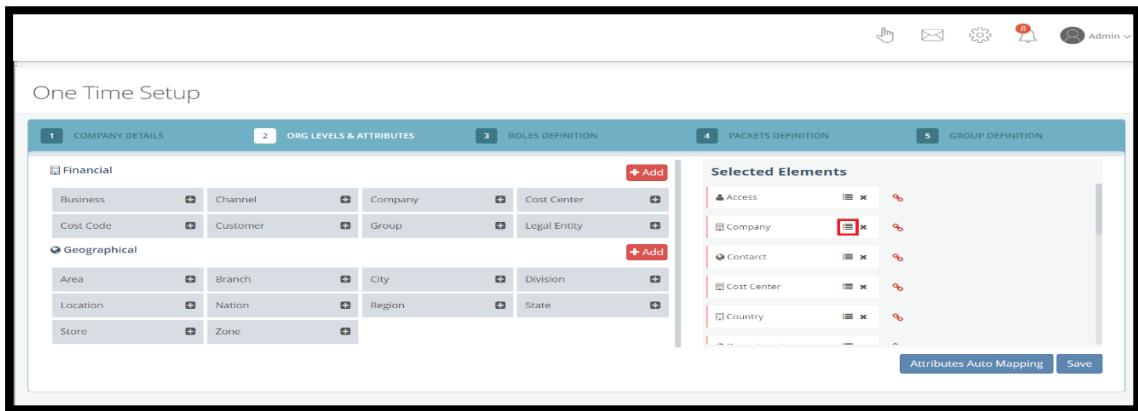
- Step 1. In the setup circle, go to org level & Attributes.
- Step 2. Click on “Add” to create a new attribute.
- Step 3. Add description and code for the new attribute.
- Step 4. Attribute created will reflect in the selected elements section.

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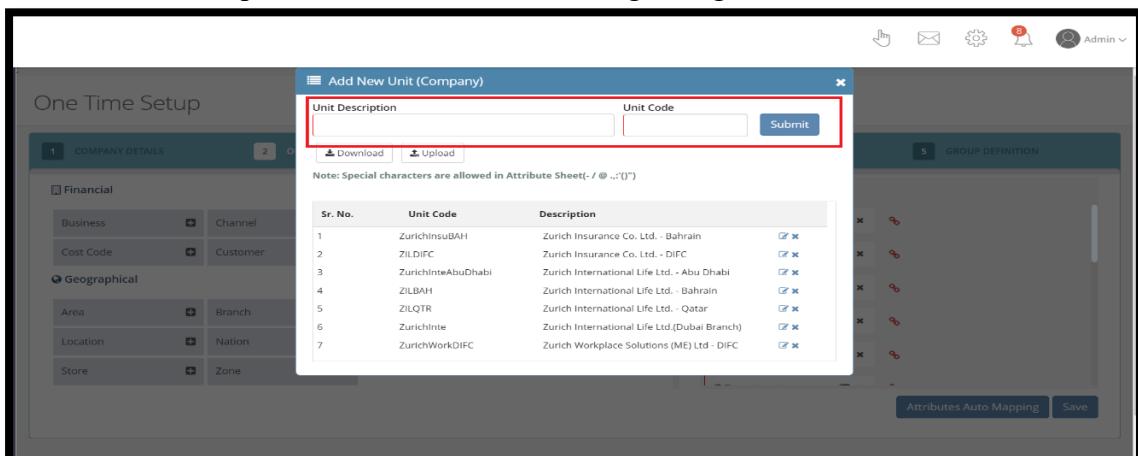
The screenshot shows the 'One Time Setup' interface with the 'ORG LEVELS & ATTRIBUTES' tab selected. On the left, there are two sections: 'Financial' and 'Geographical'. Under 'Financial', there are four columns: Business, Channel, Company, and Cost Center. Under 'Geographical', there are four columns: Area, Branch, City, and Division. Each column has an 'Add' button in the top right corner. A modal window titled 'Add New Attribute' is open in the center, prompting for 'Attribute Description' and 'Attribute Code'. A note at the bottom says 'Note: Special characters are allowed (- / @ ..)'. On the right, there is a 'Selected Elements' sidebar with a list of items like Access, Company, Contact, Cost Center, and Country, each with a delete icon. At the bottom right of the main area are 'Attributes Auto Mapping' and 'Save' buttons.

Click on the three line to add a new “Unit code”.



This screenshot is similar to the previous one, but it focuses on the 'Geographical' section of the 'Org Levels & Attributes' tab. The 'Add' button for the 'City' column is highlighted with a red box. The 'Selected Elements' sidebar on the right has a red box around the 'Company' item.

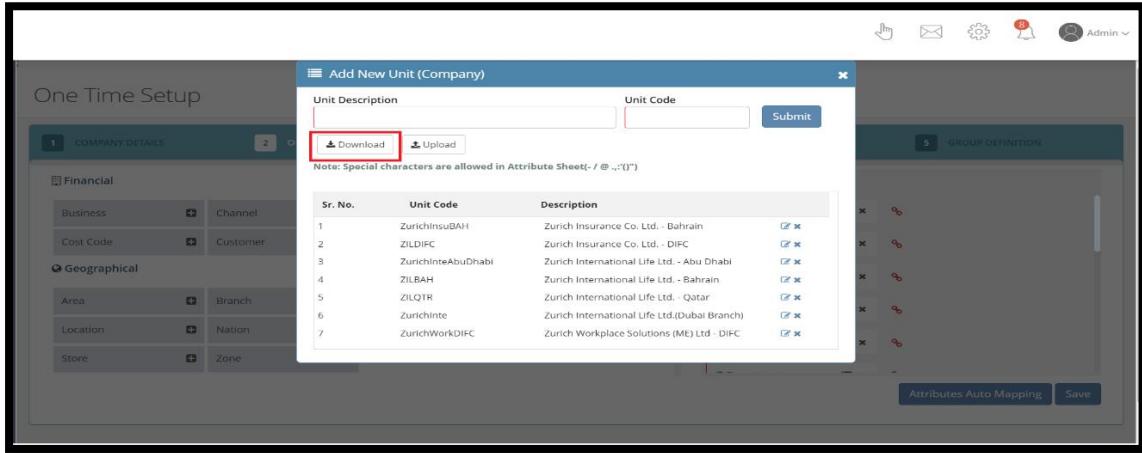
Add the unit description and unit code for creating a single unit and click on submit.



This screenshot shows the 'Add New Unit (Company)' modal. It contains fields for 'Unit Description' and 'Unit Code', both of which are highlighted with a red box. Below these fields is a note: 'Note: Special characters are allowed in Attribute Sheet(- / @ ..)'. At the bottom of the modal is a 'Submit' button. In the background, the 'One Time Setup' interface is visible with the 'COMPANY DETAILS' tab selected. On the right, the 'GROUP DEFINITION' tab is partially visible. The 'Selected Elements' sidebar shows a red box around the 'Company' item.

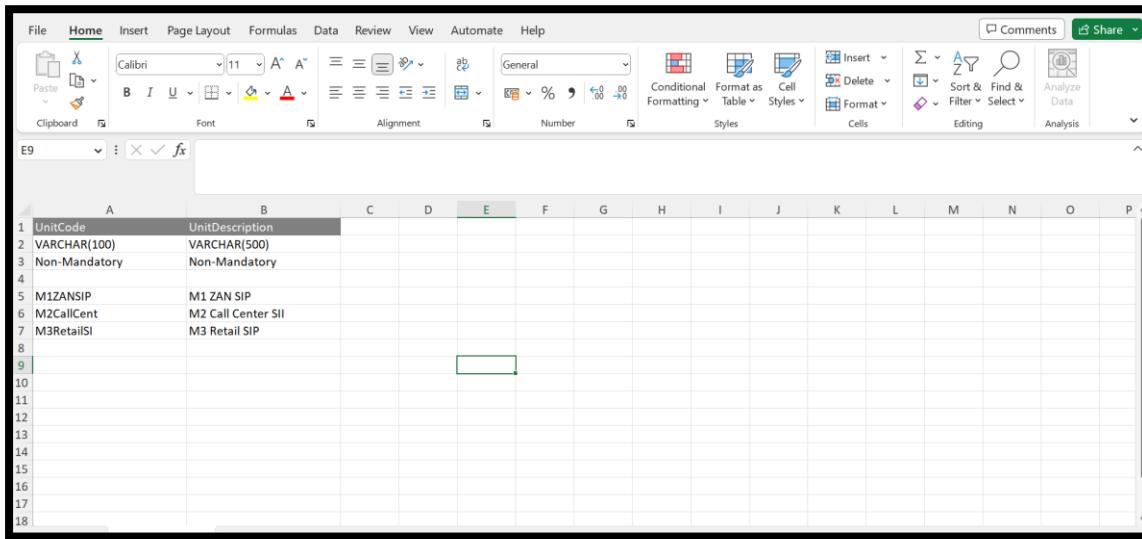
In case of you want to upload attribute units in bulk, download the template as shown in the picture below.

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This is how the template will look like.

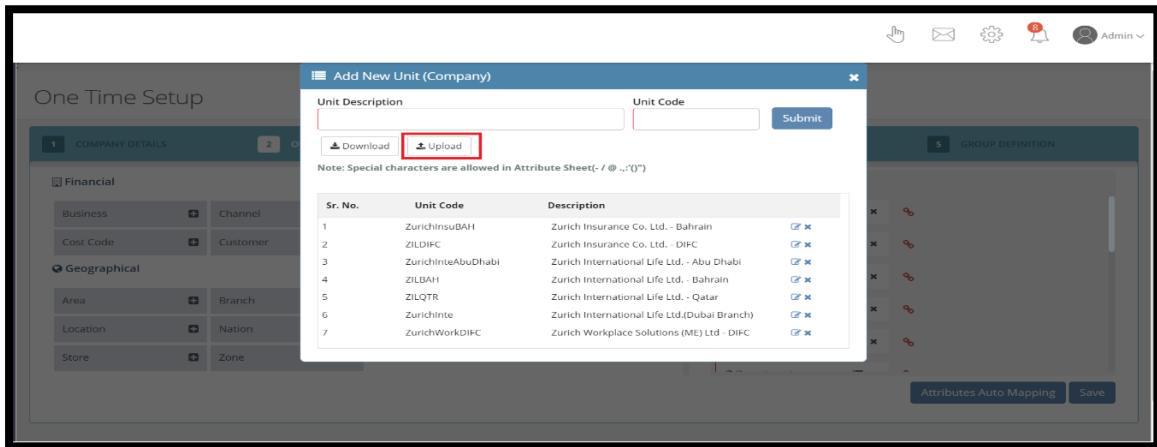
Note: Remember to remove 2-4 column before uploading the sheet.



| UnitCode | UnitDescription |
|---------------|--------------------|
| VARCHAR(100) | VARCHAR(500) |
| Non-Mandatory | Non-Mandatory |
| M1ZANSIP | M1 ZAN SIP |
| M2CallCent | M2 Call Center SII |
| M3RetailSI | M3 Retail SIP |
| | |

After adding the details in the sheet. Click on upload to add the sheet in the system.

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| Sr. No. | Unit Code | Description |
|---------|-------------------|--|
| 1 | ZurichInsuBAH | Zurich Insurance Co. Ltd. - Bahrain |
| 2 | ZILDFC | Zurich Insurance Co. Ltd. - DIFC |
| 3 | ZurichIntAbuDhabi | Zurich International Life Ltd. - Abu Dhabi |
| 4 | ZILBAH | Zurich International Life Ltd. - Bahrain |
| 5 | ZILQTR | Zurich International Life Ltd. - Qatar |
| 6 | ZurichInte | Zurich International Life Ltd.(Dubai Branch) |
| 7 | ZurichWorkDIFC | Zurich Workplace Solutions (ME) Ltd - DIFC |

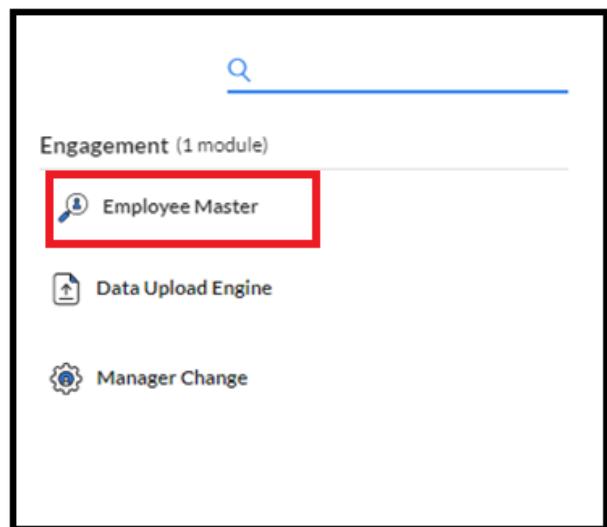
Employee Creation – HR view

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Purpose:

Employee Creation allows you to add new employees to the system.

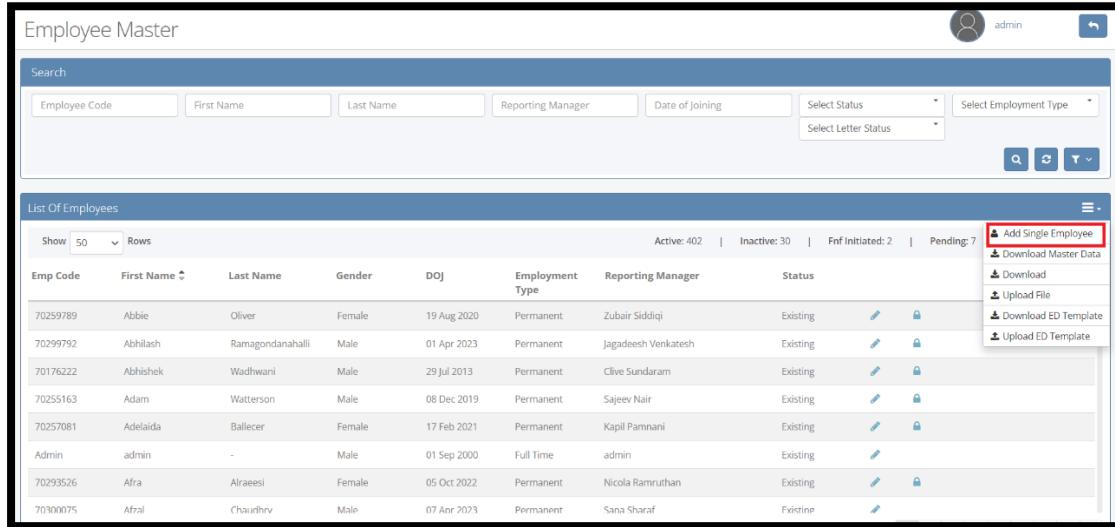
Navigation: Click on 9 box matrix -> Employee Master



Action by:

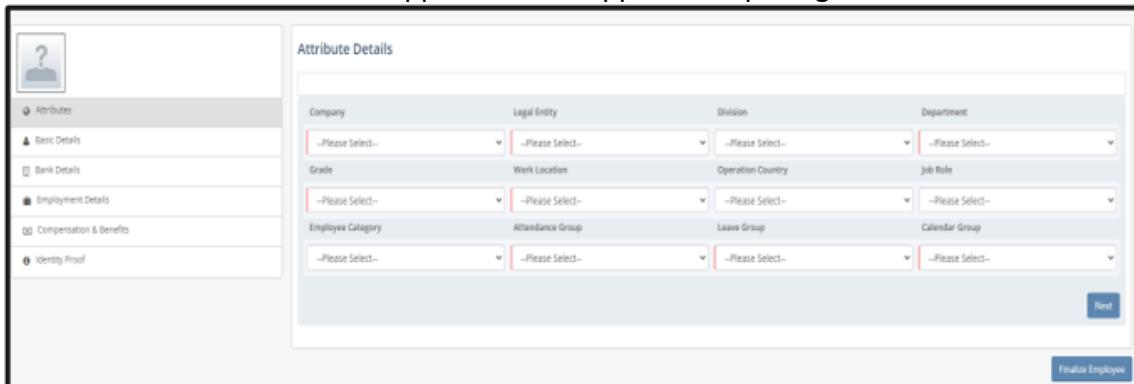
- Click "Add Single Employee"

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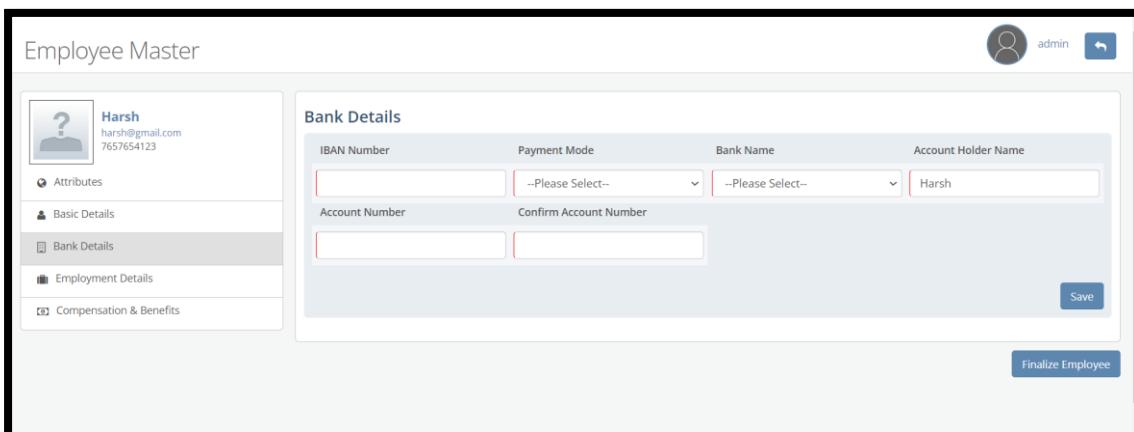
The screenshot shows the Employee Master list screen. At the top, there is a search bar with fields for Employee Code, First Name, Last Name, Reporting Manager, Date of joining, Select Status, and Select Employment Type. Below the search bar is a table titled "List Of Employees" showing employee details like Emp Code, First Name, Last Name, Gender, DOJ, Employment Type, Reporting Manager, and Status. A modal menu is open on the right side with options: Add Single Employee (highlighted with a red box), Download Master Data, Download, Upload File, Download ED Template, and Upload ED Template.

- Fill the information and click "Save".
- Click "Save & Send for Approval". The approval request goes to HR.



The screenshot shows the Attribute Details screen. On the left, there is a sidebar with sections: Attributes, Basic Details, Bank Details, Employment Details, Compensation & Benefits, and Identity Proof. The main area is titled "Attribute Details" and contains several dropdown fields for Company, Legal Entity, Division, Department, Grade, Work Location, Operation Country, Job Role, Employee Category, Attendance Group, Leave Group, and Calendar Group. At the bottom right are "Next" and "Finalize Employee" buttons.

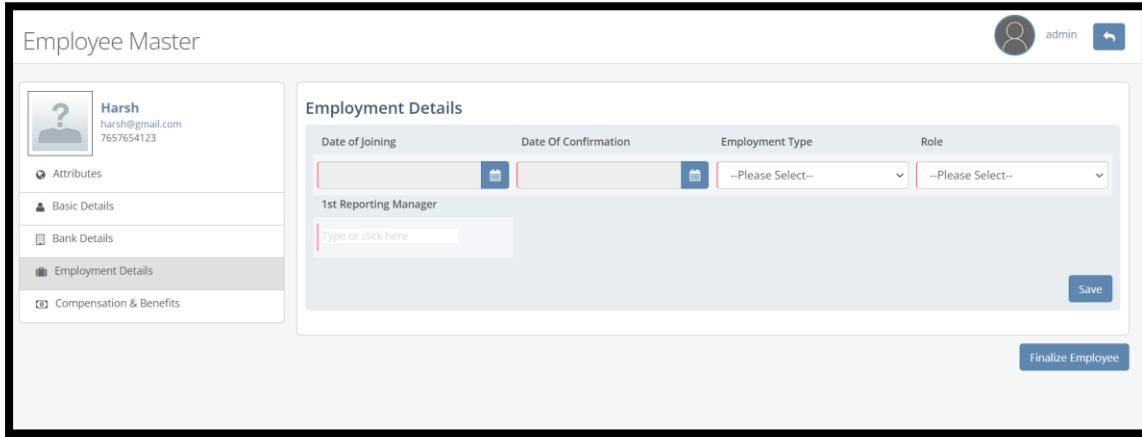
Fill all the bank details.



The screenshot shows the Employee Master screen with the Bank Details section highlighted. On the left, there is a sidebar with sections: Attributes, Basic Details, Bank Details (highlighted), Employment Details, Compensation & Benefits. The main area shows a table for "Bank Details" with fields for IBAN Number, Payment Mode, Bank Name, Account Holder Name, Account Number, and Confirm Account Number. The "Bank Name" field has "Harsh" entered. At the bottom right are "Save" and "Finalize Employee" buttons.

Fill employment details.

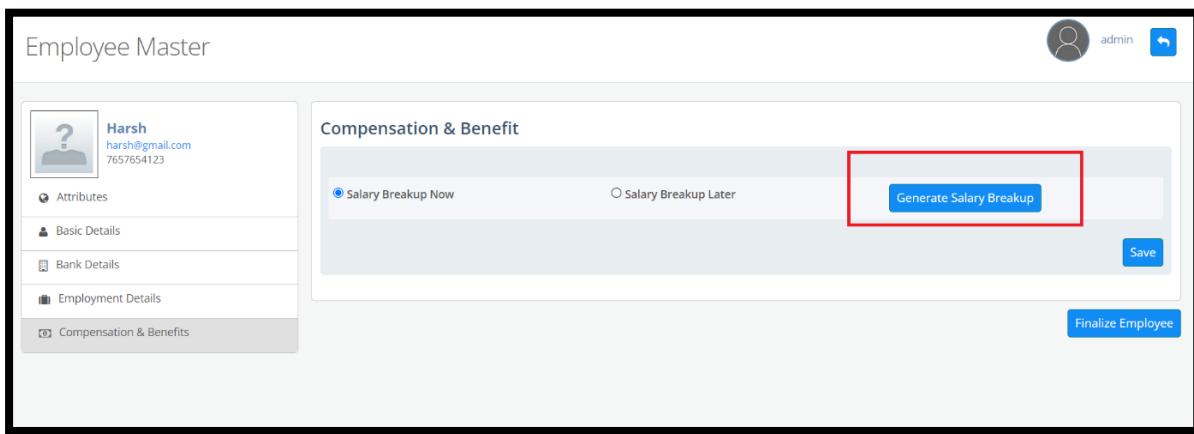
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The screenshot shows the 'Employee Master' interface. On the left, there's a sidebar with tabs: Attributes, Basic Details, Bank Details, Employment Details (which is selected), and Compensation & Benefits. The main panel is titled 'Employment Details' and contains fields for Date of Joining, Date Of Confirmation, Employment Type (dropdowns with placeholder 'Please Select'), Role (dropdown with placeholder 'Please Select'), and 1st Reporting Manager (a search bar with placeholder 'Type or click here'). At the bottom right are 'Save' and 'Finalize Employee' buttons.

Update the compensation and benefits of the new employee and choose whether you assign salary breakup now or later.

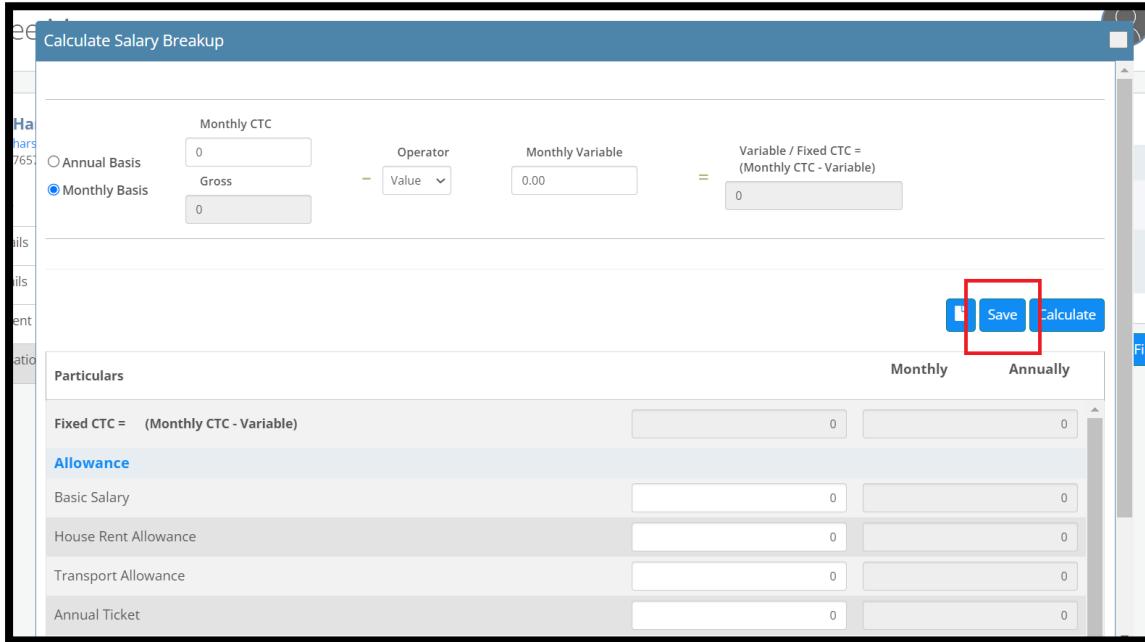
In case of now, choose “salary breakup now” and click on generate salary breakup.



The screenshot shows the 'Employee Master' interface. The sidebar and main panel structure are identical to the previous screenshot. In the main panel, under 'Compensation & Benefit', there are two radio buttons: 'Salary Breakup Now' (selected) and 'Salary Breakup Later'. A red box highlights the 'Generate Salary Breakup' button. At the bottom right are 'Save' and 'Finalize Employee' buttons.

Add the salary breakup of the employee and click on calculate and define adhoc values against the components. Then, Save

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Calculate Salary Breakup

Monthly CTC

Annual Basis Monthly Basis (Selected)

Gross: 0

Operator: Value

Monthly Variable: 0.00

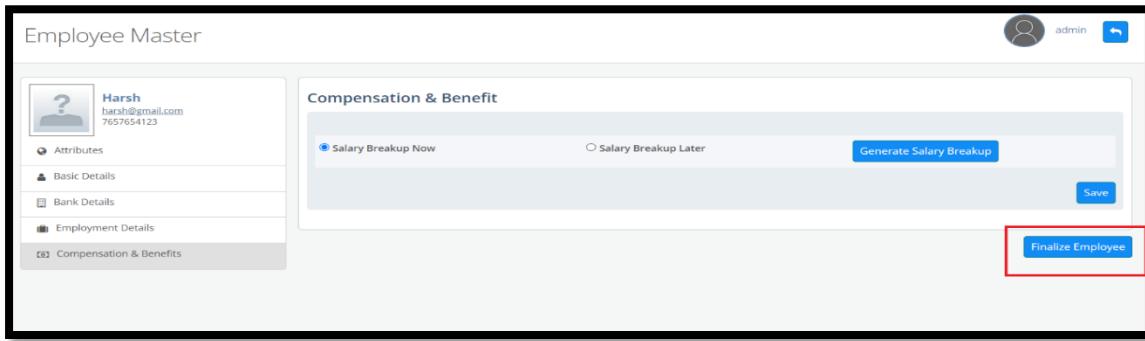
= Variable / Fixed CTC = (Monthly CTC - Variable)

0

| Particulars | Monthly | Annually |
|--------------------------------------|---------|----------|
| Fixed CTC = (Monthly CTC - Variable) | 0 | 0 |
| Allowance | | |
| Basic Salary | 0 | 0 |
| House Rent Allowance | 0 | 0 |
| Transport Allowance | 0 | 0 |
| Annual Ticket | 0 | 0 |

Save Calculate

After the addition of all the details of new joinee, click on the finalize employee to create a new employee.



Employee Master

Harsh harsh@gmail.com 7657654123

Attributes (Selected)

Basic Details

Bank Details

Employment Details

Compensation & Benefits

Compensation & Benefit

Salary Breakup Now Salary Breakup Later

Generate Salary Breakup

Save

Finalize Employee

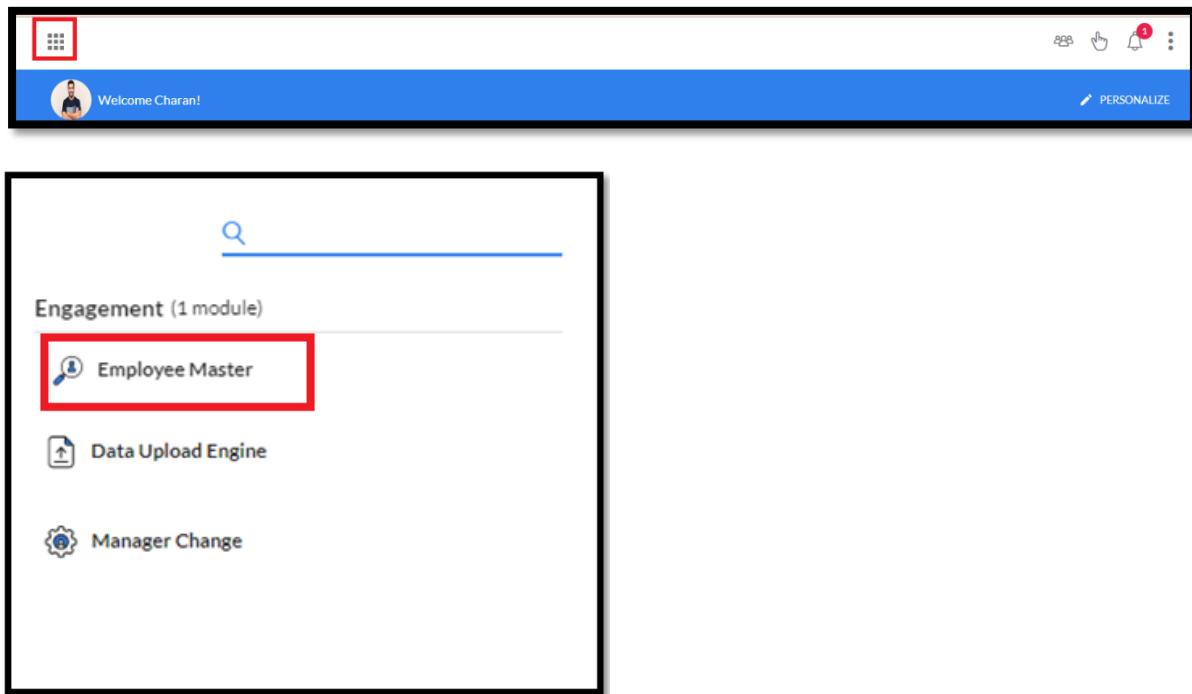
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Employee creation – Bulk upload

Purpose:

The purpose of bulk upload in employee creation is to add large amount of employee data in one time.

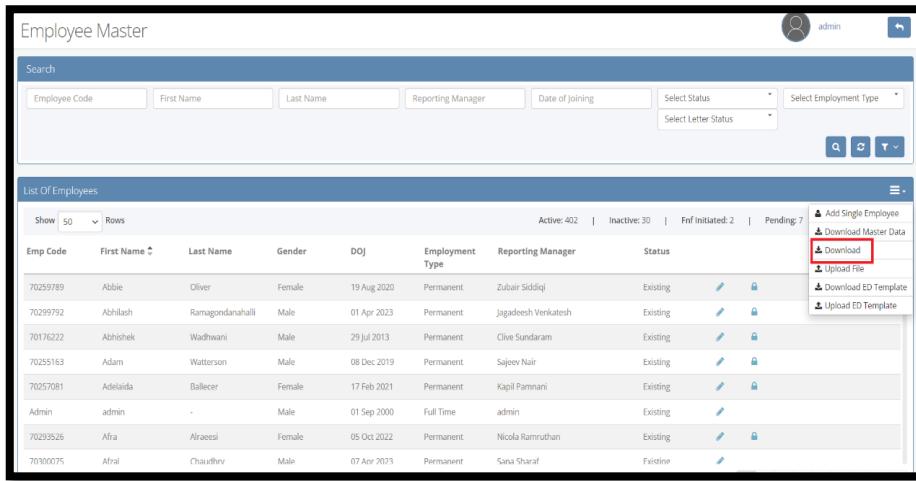
Navigation: Click on 9 box matrix -> Employee Master



Action by:

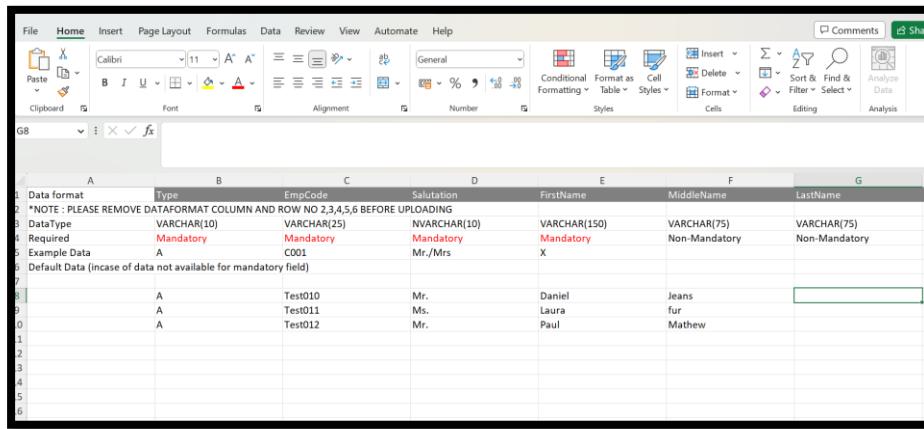
- Click on the **download** option to download the bulk upload template.

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The screenshot shows the 'Employee Master' screen. At the top, there's a search bar with fields for Employee Code, First Name, Last Name, Reporting Manager, Date of joining, Select Status, Select Employment Type, and Select Letter Status. Below the search bar is a table titled 'List Of Employees' with columns: Emp Code, First Name, Last Name, Gender, DOJ, Employment Type, Reporting Manager, and Status. The table contains several employee records. A context menu is open over the last row of the table, with the 'Download' option highlighted.

- Fill in all the mandatory details in the sheet.



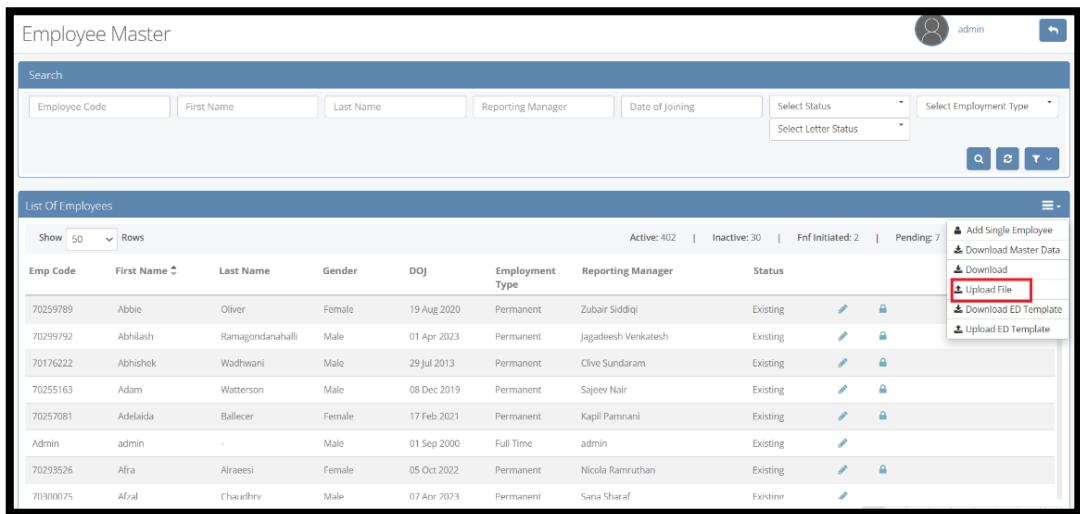
| A | B | C | D | E | F | G |
|---|---|-------------|-------------|--------------|--------------|---------------|
| 1 | Data format | Type | EmpCode | Salutation | FirstName | MiddleName |
| 2 | *NOTE : PLEASE REMOVE DATAFORMAT COLUMN AND ROW NO 2,3,4,5,6 BEFORE UPLOADING | | | | | |
| 3 | Data Type | VARCHAR(10) | VARCHAR(25) | NVARCHAR(10) | VARCHAR(150) | VARCHAR(75) |
| 4 | Required | Mandatory | Mandatory | Mandatory | Mandatory | VARCHAR(75) |
| 5 | Example Data | A | C001 | Mr./Mrs | X | Non-Mandatory |
| 6 | Default Data (Incase of data not available for mandatory field) | | | | | |
| 7 | A | Test010 | Mr. | Daniel | Jeans | |
| 8 | A | Test011 | Ms. | Laura | fur | |
| 9 | A | Test012 | Mr. | Paul | Mathew | |

Note: In case of new employee, the **Type column** will be always '**A**' and in case of updating the details. For any existing employee, the **Type column** will be always '**U**'.

"A" means **Addition** and "U" means **Update**.

- Remember to remove 2-7 rows and 1st column.
- Save the excel, come back to the portal, and **upload File** the excel.

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The screenshot shows the 'Employee Master' interface. At the top, there is a search bar with fields for Employee Code, First Name, Last Name, Reporting Manager, Date of Joining, Select Status, and Select Employment Type. Below the search bar is a table titled 'List Of Employees' displaying employee details. The columns include Emp Code, First Name, Last Name, Gender, DOJ, Employment Type, Reporting Manager, and Status. The table shows 8 rows of data. To the right of the table is a context menu with the following options: Add Single Employee, Download Master Data, Download, Upload File (which is highlighted with a red box), Download ED Template, and Upload ED Template.

| Emp Code | First Name | Last Name | Gender | DOJ | Employment Type | Reporting Manager | Status |
|----------|------------|------------------|--------|-------------|-----------------|---------------------|----------|
| 70259789 | Abbie | Oliver | Female | 19 Aug 2020 | Permanent | Zubair Siddiqi | Existing |
| 70299792 | Abhilash | Ramagondanahalli | Male | 01 Apr 2023 | Permanent | Jagadeesh Venkatesh | Existing |
| 70176222 | Abhishek | Wadhwani | Male | 29 Jul 2013 | Permanent | Clive Sundaram | Existing |
| 70255163 | Adam | Watterson | Male | 08 Dec 2019 | Permanent | Sajeev Nair | Existing |
| 70257081 | Adelaida | Ballecer | Female | 17 Feb 2021 | Permanent | Kapil Pamnani | Existing |
| Admin | admin | - | Male | 01 Sep 2000 | Full Time | admin | Existing |
| 70293526 | Afra | Alraeesi | Female | 05 Oct 2022 | Permanent | Nicola Ramruthan | Existing |
| 70300075 | Alzal | Chaudhry | Male | 07 Apr 2023 | Permanent | Sana Sharaf | Existing |

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How to assign roles

Purpose:

The purpose of this is to make sure all the employees are being assigned their roles.

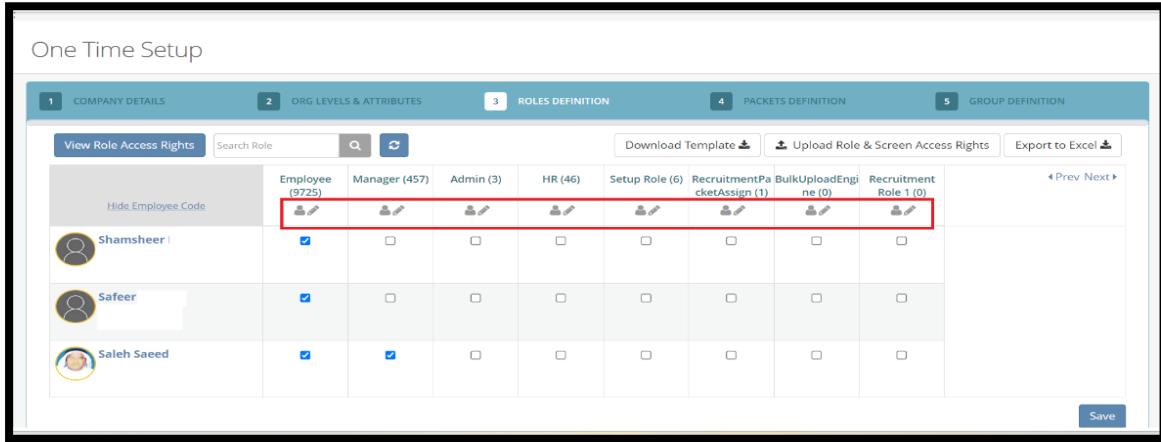
Navigation: Setup circle -> Organisation -> Roles and definitions



Action by:

In the roles and definition, click on the human icon as shown in the picture below to know who all are being assigned under the particular role and also, you can **Export to Excel** to view the role assigned to the employees.

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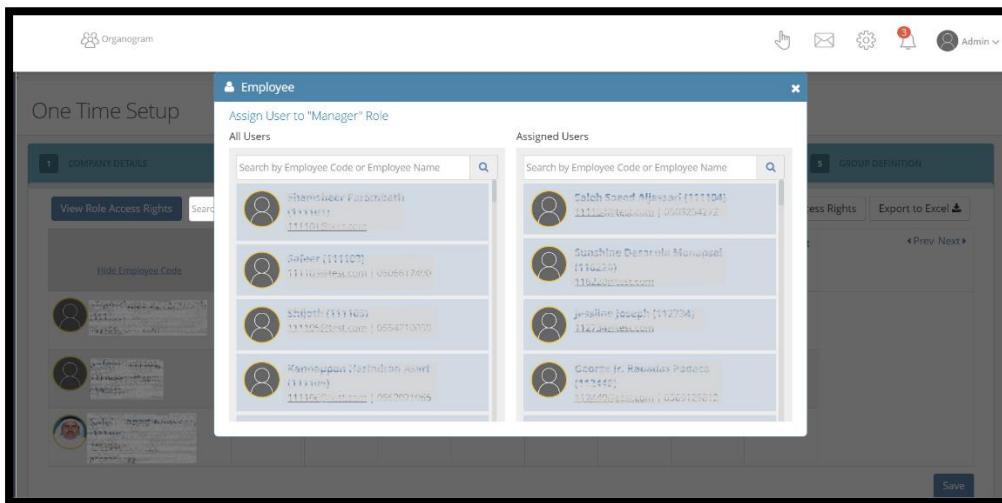


The screenshot shows the 'One Time Setup' interface under 'ROLES DEFINITION'. It lists users in the 'Employee' role. The 'Assigned' column contains icons for dragging users from the 'All Users' list to the 'Assigned Users' list.

Once you click on the human icon, you can see “All user” and “Assigned user”.

If you want to add any user to the role, drag that particular user from left and drop it under assigned user section.

Once done, close the screen, and save it.

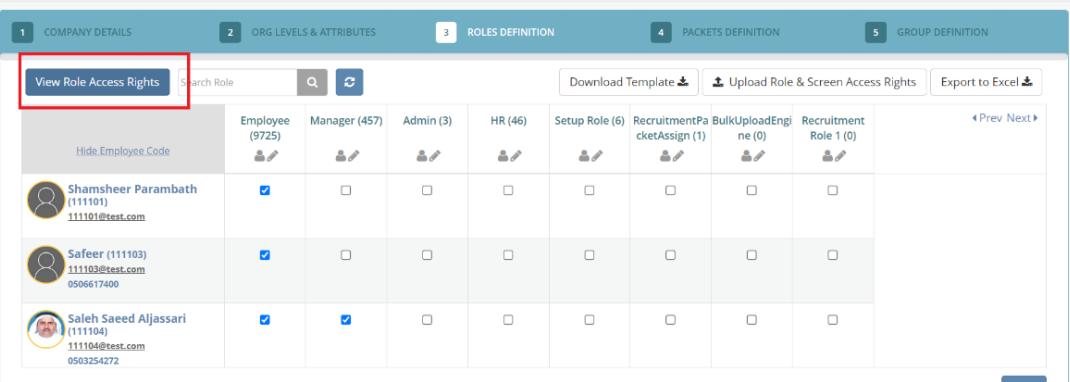


The screenshot shows the 'Assign User to "Manager" Role' modal. It lists users in the 'All Users' section and shows the ones assigned to the 'Manager' role in the 'Assigned Users' section.

If you want to see who all are having rights of the screens in 9 box menu, then click on view roles access rights as shown in the picture below.

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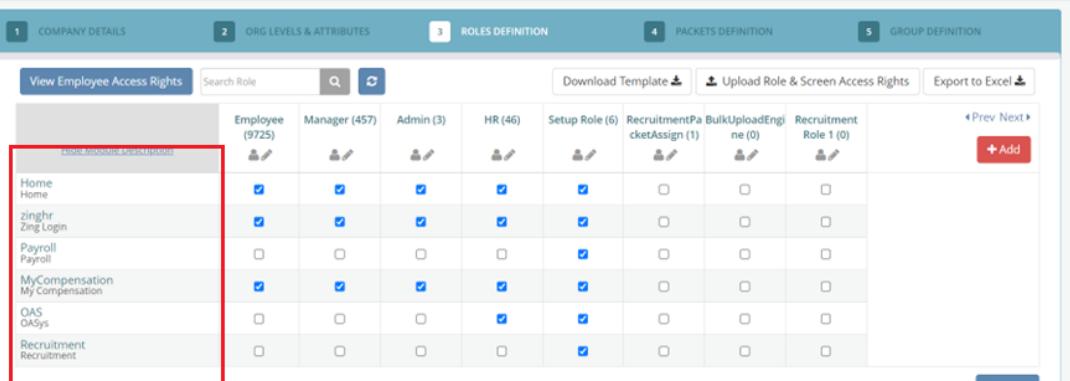
One Time Setup



| | Employee (9725) | Manager (457) | Admin (3) | HR (46) | Setup Role (6) | RecruitmentPacketAssign (1) | BulkUploadEngine (0) | RecruitmentRole 1 (0) |
|--|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|-----------------------------|--------------------------|--------------------------|
| Shamsheer Parambath (111101) 111101@test.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Safeer (111103) 111103@test.com 0506617400 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Saleh Saeed Aljassari (111104) 111104@test.com 0503254272 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Save

One Time Setup



| | Employee (9725) | Manager (457) | Admin (3) | HR (46) | Setup Role (6) | RecruitmentPacketAssign (1) | BulkUploadEngine (0) | RecruitmentRole 1 (0) |
|-----------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-----------------------------|--------------------------|--------------------------|
| Home | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ZingHR Login | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Payroll | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| My Compensation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OAS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Recruitment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

+ Add Proceed

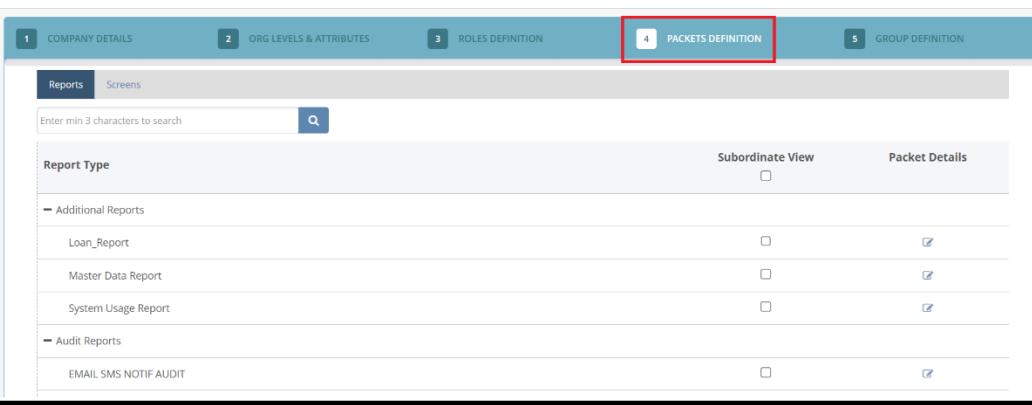
After assigning the roles, you must assign the packets. To assign the packets, click on **packets and definitions**.

Here we have two options, first to give access for **Reports** and other for **Screens**.

If subordinate view is selected, then the managers will be able to view the reports of their direct reportees.

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One Time Setup

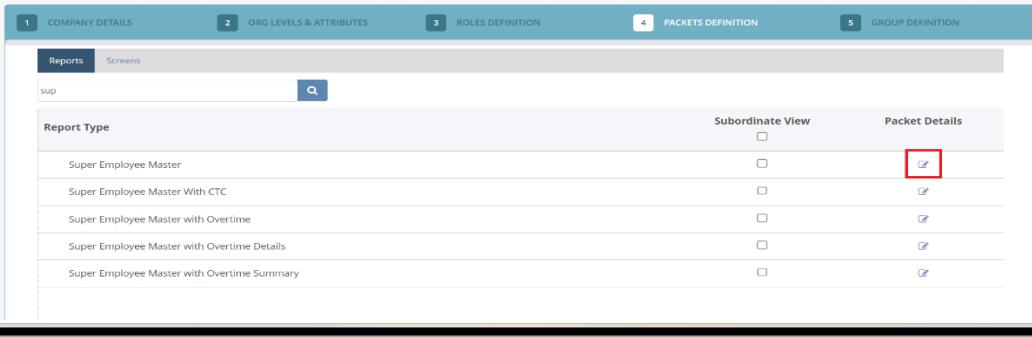


The screenshot shows the 'One Time Setup' interface with the 'PACKETS DEFINITION' tab highlighted by a red box. Below the tabs, there are two buttons: 'Reports' (selected) and 'Screens'. A search bar with placeholder text 'Enter min 3 characters to search' and a magnifying glass icon is present. The main area displays a table with columns 'Report Type', 'Subordinate View' (checkbox), and 'Packet Details' (checkbox). The table lists report types under 'Additional Reports' and 'Audit Reports' categories.

| Report Type | Subordinate View | Packet Details |
|-----------------------|--------------------------|-------------------------------------|
| Loan_Report | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Master Data Report | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| System Usage Report | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| EMAIL SMS NOTIF AUDIT | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

For reports access, search the report name on the search box and click on packet details icon.

One Time Setup

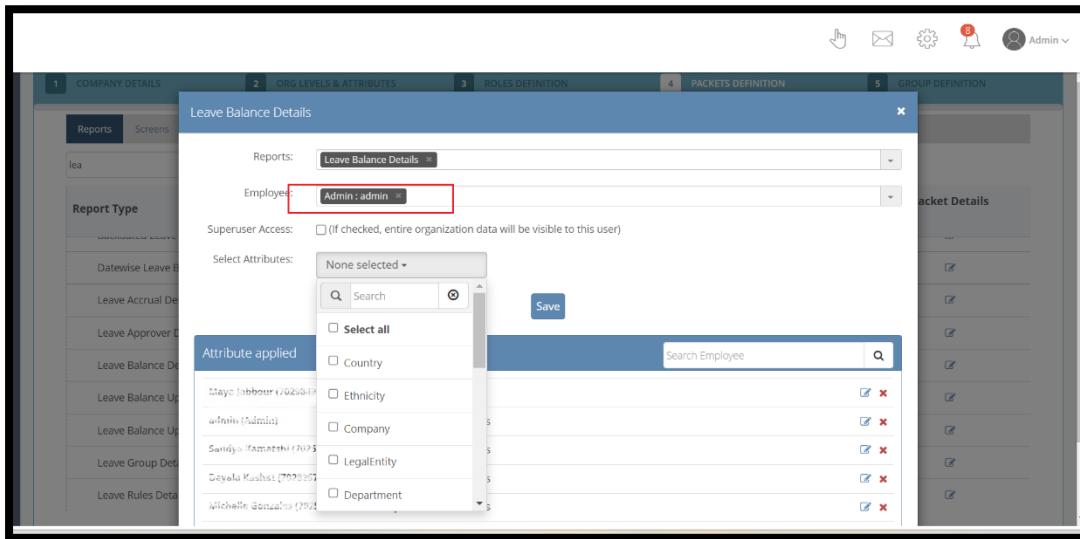


The screenshot shows the 'One Time Setup' interface with the 'PACKETS DEFINITION' tab selected. The search bar contains the text 'sup'. The table now lists five report types under the 'Super Employee Master' category, with the 'Packet Details' checkbox for the first item highlighted by a red box.

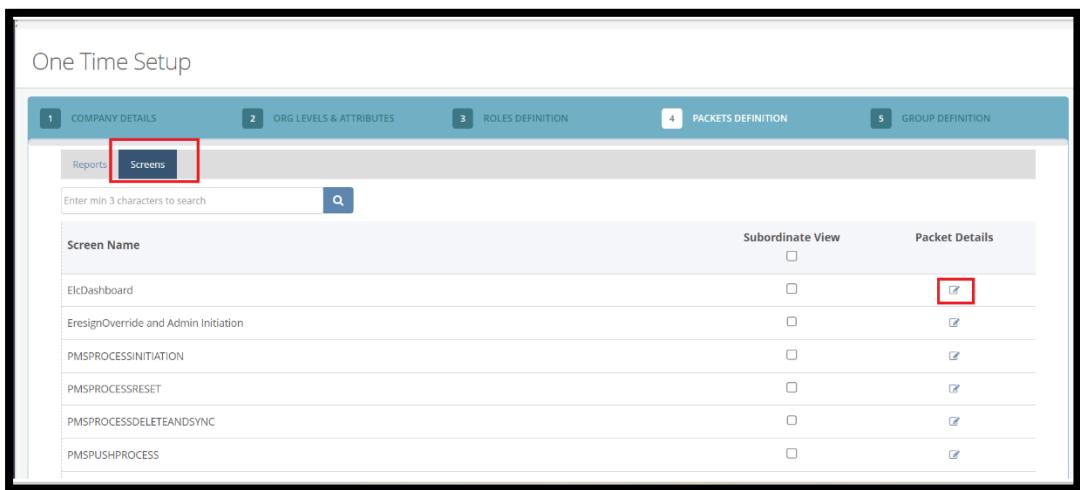
| Report Type | Subordinate View | Packet Details |
|---|--------------------------|-------------------------------------|
| Super Employee Master | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Super Employee Master With CTC | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Super Employee Master with Overtime | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Super Employee Master with Overtime Details | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Super Employee Master with Overtime Summary | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Add the name of the employee, assign the access based on Attribute or Super user access and then, save it.

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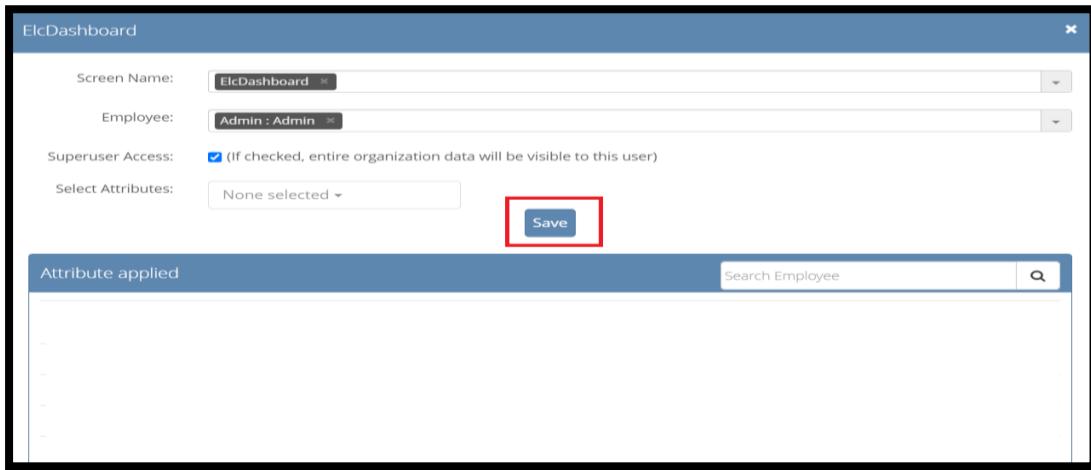


To give screen access, click on screens, search for the screen name, click on the packet details.



Add the name of the employee, assign the access based on Attribute or Super user access and then, save it.

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The screenshot shows the 'ElcDashboard' configuration page. It includes fields for 'Screen Name' (set to 'ElcDashboard'), 'Employee' (set to 'Admin : Admin'), 'Superuser Access' (with a checked checkbox), and 'Select Attributes' (set to 'None selected'). A large 'Save' button is at the bottom, which is highlighted with a red rectangular border. Below the form is a section titled 'Attribute applied' with a search bar.

End User Guide for ZingHR

Organogram

Purpose:

Organogram is Organizational Structure as per reporting manager. It shows the Reportees assigned to the Manager.

Navigation: Click on Organogram icon



Action by:

Click on 'My Profile' and hover the mouse on an employee to view their basic details. Click on 'Leave Balance' to view their leave details. Highlighted HR view option is available for HR who can see reporting structure of any employee.



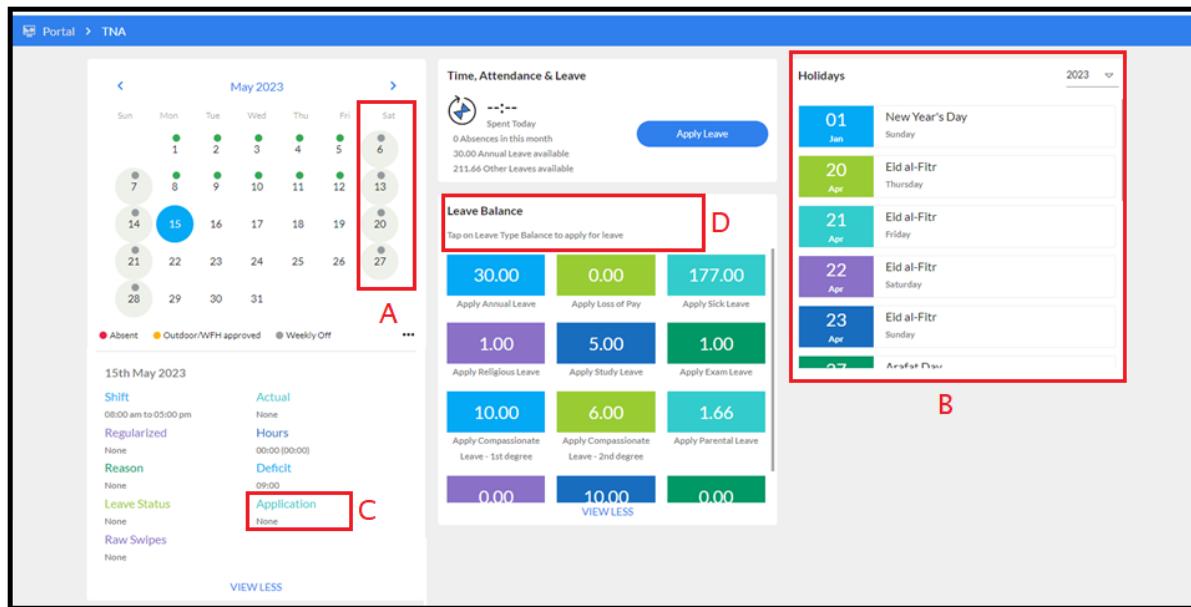
End User Guide for ZingHR

Calendar

Purpose:

Calendar Dashboard helps you to showcase event status day wise.

Navigation: Home Page -> Time, Attendance & Leave Dashboard (Click View More)



The screenshot shows the ZingHR Time, Attendance & Leave Dashboard. The left side features a calendar for May 2023 with specific days highlighted in blue (May 15) and grey (May 6). Below the calendar, there's a summary for '15th May 2023' showing shift details and leave status. The main central area is titled 'Time, Attendance & Leave' and includes sections for 'Leave Balance' (with a red box labeled 'D' over it) and 'Holidays'. The 'Leave Balance' section shows various leave types with their respective balances and application buttons. The 'Holidays' section lists several Islamic holidays for April and May 2023. A large red box labeled 'B' covers the right side of the dashboard.

Action by Employee: This Dashboard helps the employee to see below events:

- A. Weekly Off
- B. Holiday List
- C. Leave Application Status
- D. Leave Balance

End User Guide for ZingHR

Announcements

Purpose:

Announcements are a formal message sent by an organization to its employees and is used to announce changes or new policies, or to thank employees or the public for their support.

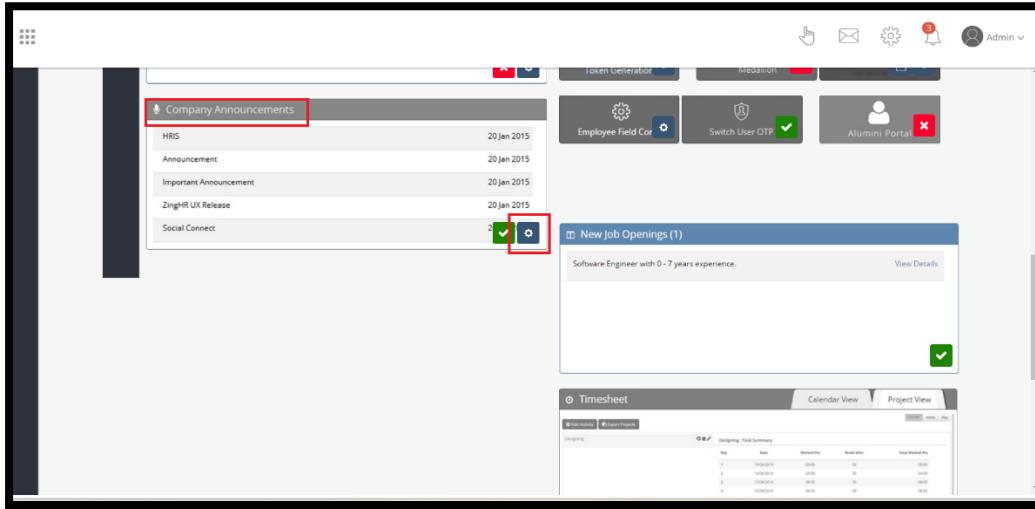
Navigation: Set up circle -> Portal



Action by:

In the company announcements Click on the settings icon.

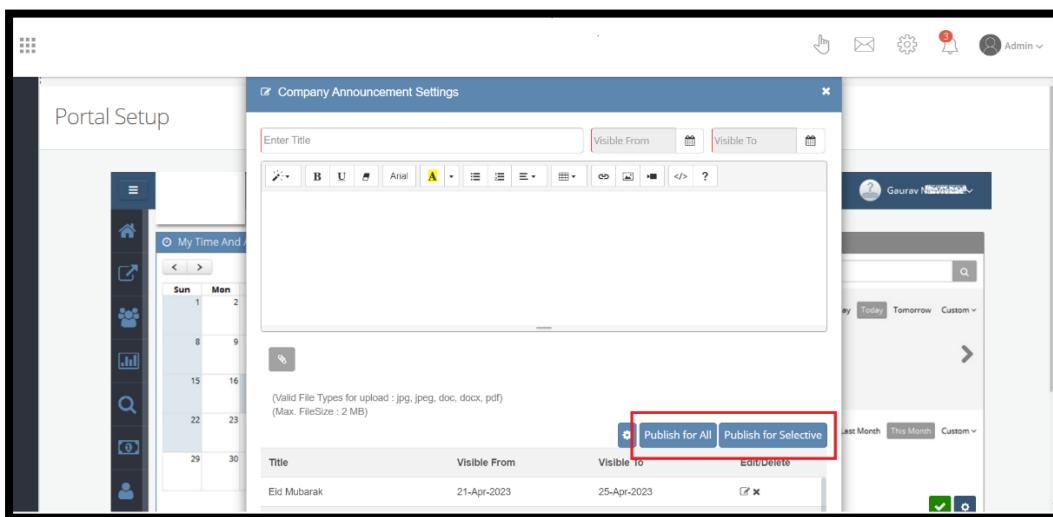
End User Guide for ZingHR



Add the title of the announcement.

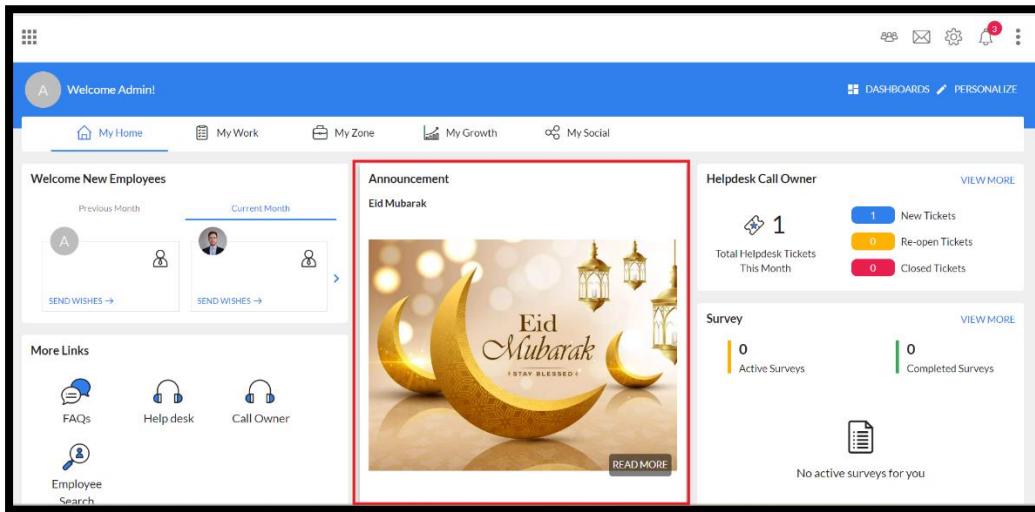
Choose visible from – to date, add the announcement and publish it.

HR can choose particular set of employees for the announcement as well.



Employees can see the announcements in the announcement widget and can click on read more to view entire announcements.

End User Guide for ZingHR



The screenshot shows the ZingHR End User Guide dashboard. At the top, there's a header with the GARMCO logo, a user profile (A), and navigation links: My Home, My Work, My Zone, My Growth, and My Social. On the right, there are icons for App, Email, Settings, and Notifications (with a red badge showing 3 notifications).

The main content area is divided into several sections:

- Welcome New Employees:** Shows a comparison between "Previous Month" and "Current Month" with "SEND WISHES →" buttons.
- Announcement:** Displays a festive "Eid Mubarak" message with "READ MORE" and "VIEW MORE" buttons.
- Helpdesk Call Owner:** Shows ticket statistics: 1 New Tickets, 0 Re-open Tickets, and 0 Closed Tickets. It also displays "Total Helpdesk Tickets This Month".
- Survey:** Shows 0 Active Surveys and 0 Completed Surveys. It also displays "No active surveys for you".

On the left side, there's a sidebar with "More Links": FAQs, Help desk, Call Owner, and Employee Search.

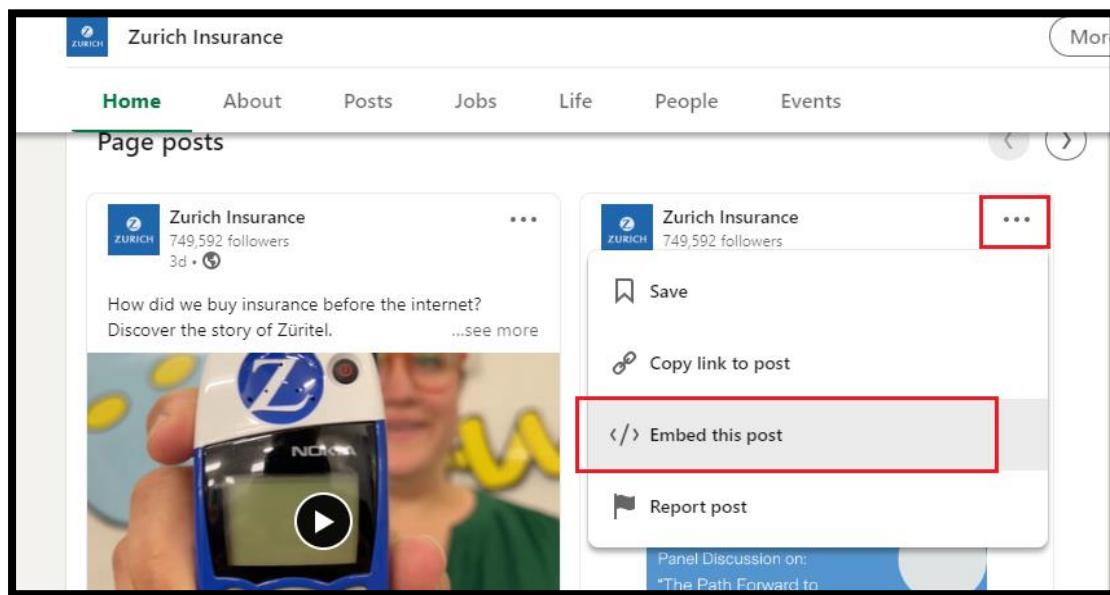
End User Guide for ZingHR

Social Feeds

Purpose:

The purpose Social Feed Section is to displays the latest posts from LinkedIn, Facebook, or Twitter on your page. It's a great way to keep your website updated with fresh content without much work.

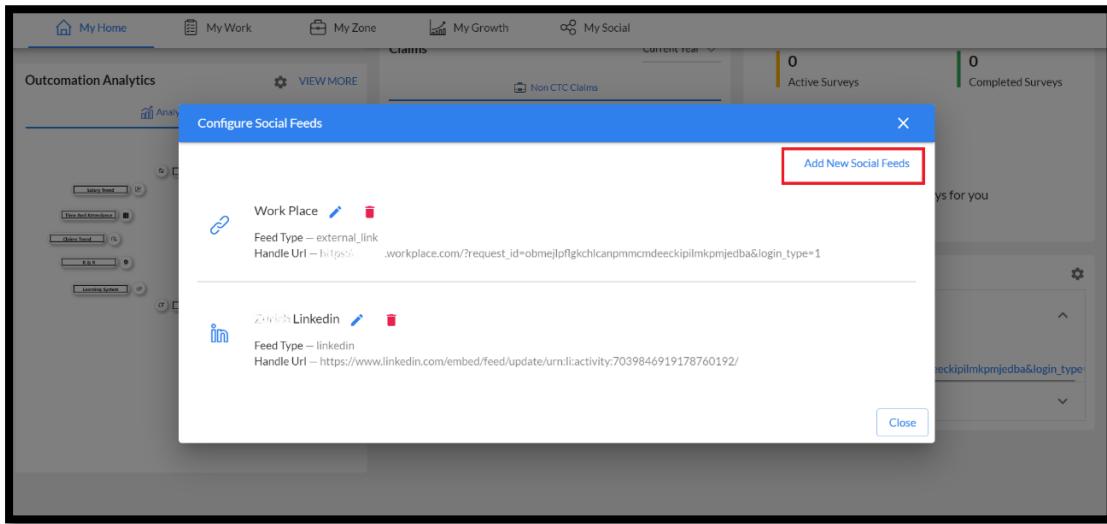
Navigation: Home page -> Social Feeds



Action by:

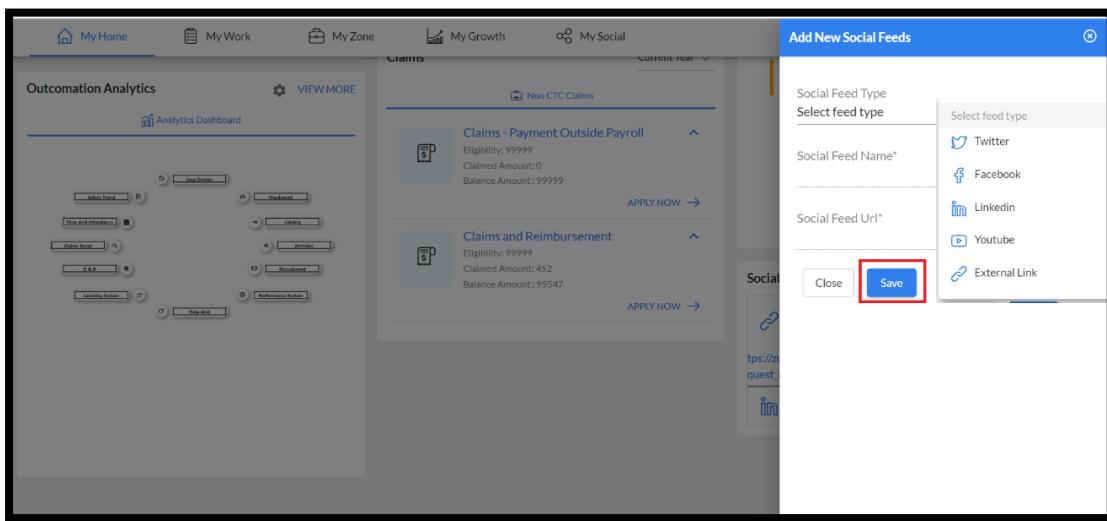
Click on the setting icon of social feed in the home page and then click on add new social feeds

End User Guide for ZingHR



Select the Feed type, Name of the feed, Add URL and click on the save button.

It will reflect on the home page on the social Feeds widget.



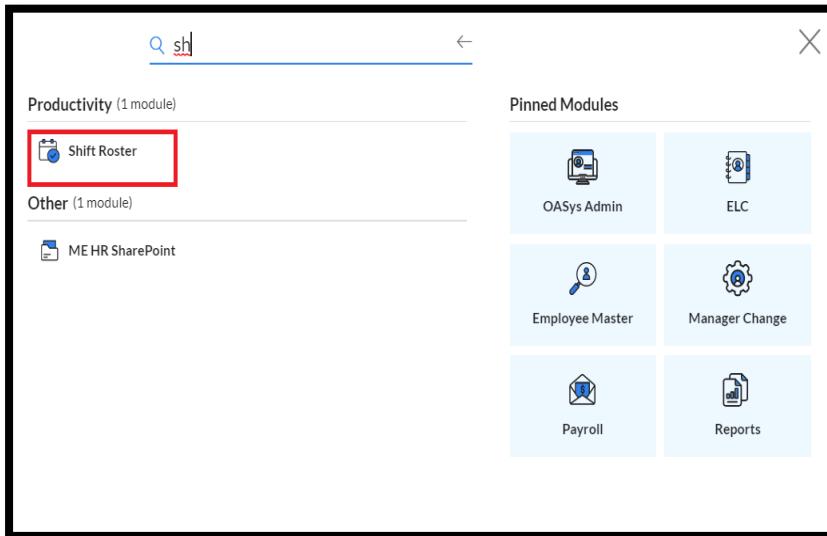
End User Guide for ZingHR

Shift Rostering

Purpose:

Manager/HR can create/update the Shifts for employees using Shift Rostering.

Navigation: 9 box matrix -> Shift Rostering



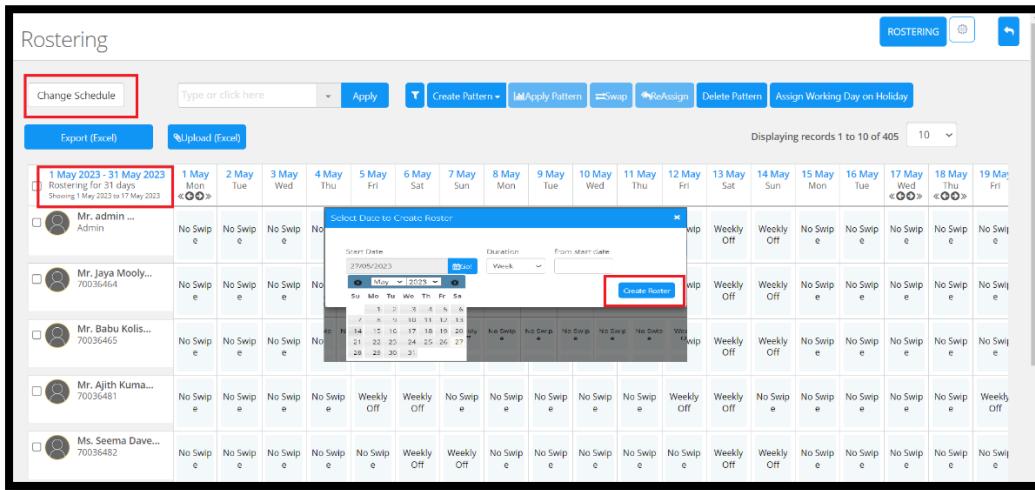
Action by:

STEP 1: Check for the Attendance Cycle Date OR Click on Change Schedule.

STEP 2: To Change the Schedule, Select the Start Date, Duration in Days/Weeks from the start date.

Step 3: Click on "Create Roster"

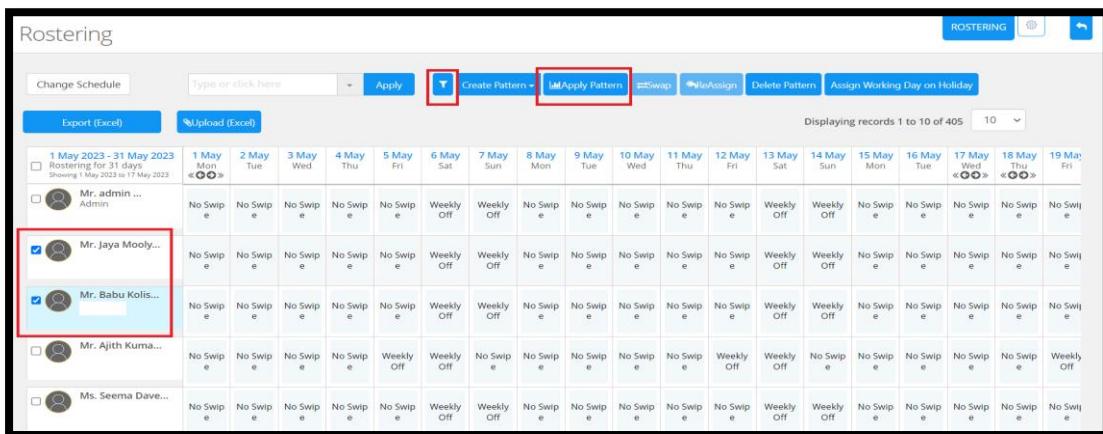
End User Guide for ZingHR



The screenshot shows the ZingHR Rostering interface. At the top, there is a header with various buttons like 'Change Schedule', 'Apply', 'Create Pattern', 'Apply Pattern', 'Swap', 'ReAssign', 'Delete Pattern', and 'Assign Working Day on Holiday'. Below the header is a table showing employee rosters for May 1 to May 19. A specific row for 'Mr. admin ... Admin' is highlighted with a red box. A modal window titled 'Select Dates to Create Roster' is open over the table. This modal has fields for 'Start Date' (set to 27/05/2023), 'Duration' (set to 'Week'), and a date range from '27/05/2023' to '03/06/2023'. It also includes a 'From start date' dropdown and a 'Create Roster' button, which is also highlighted with a red box.

STEP 4: Select the Employees to update or use the filter option to select a group of employees based on Attributes.

STEP 5: Click on Apply Pattern to select the scheduled dates and shift options.



This screenshot shows the same ZingHR Rostering interface as the previous one, but with two additional employees selected: 'Mr. Jaya Mooly...' and 'Mr. Babu Kolis...'. Both of these employees have blue checkmarks next to their names in the list, indicating they are currently selected for pattern application. The rest of the interface and data table remain the same.

STEP 6: Select the Start Date and Duration (in Days or Weeks) for when you want to assign the Shift Pattern.

STEP 7: Select the Start Date and Duration (in Days or Weeks) for when you want to assign the Shift Pattern.

End User Guide for ZingHR

Select Pattern to Apply

| | | | | | | | | |
|---|-------------------------------|---|---|---|---|---|----------------------------------|---|
| Start Date | Duration | from start date | | | | | | |
| 01/01/2023 | Days | 31 | | | | | | |
| <input type="radio"/> Start with this | | | | | | | | |
| <input type="radio"/> WC General Shift 2 | General Shift 2 (09:00-18:00) | <input type="radio"/> Weekly Off | <input type="radio"/> Weekly Off |
| <input type="radio"/> WC General Shift 3 | General Shift 3 (08:30-17:30) | <input type="radio"/> Weekly Off | <input type="radio"/> Weekly Off |
| <input checked="" type="radio"/> WC General Shift 1 | General Shift 1 (08:00-17:00) | <input type="radio"/> Weekly Off | <input checked="" type="radio"/> Weekly Off |

Apply

| 1 Jan 2023 - 31 Jan 2023 Showing 1 Jan 2023 to 17 Jan 2023 | | 1 Jan Sun | 2 Jan Mon | 3 Jan Tue | 4 Jan Wed | 5 Jan Thu | 6 Jan Fri | 7 Jan Sat | 8 Jan Sun | 9 Jan Mon | 10 Jan Tue | 11 Jan Wed | 12 Jan Thu | 13 Jan Fri | 14 Jan Sat | 15 Jan Sun | 16 Jan Mon | 17 Jan Tue |
|---|------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> Mr. ZingHR Admin... Admin | Weekly Off | General Shift 1 (08:00-17:00) |
| <input type="checkbox"/> Ms. Jovile Casa... STE0158 | Weekly Off | General Shift 1 (08:00-17:00) |
| <input checked="" type="checkbox"/> Mr. Sachin Pu... STE0551 | Weekly Off | General Shift 1 (08:00-17:00) |
| <input checked="" type="checkbox"/> Mrs. Sreelakshm... STE0952 | Weekly Off | General Shift 1 (08:00-17:00) |

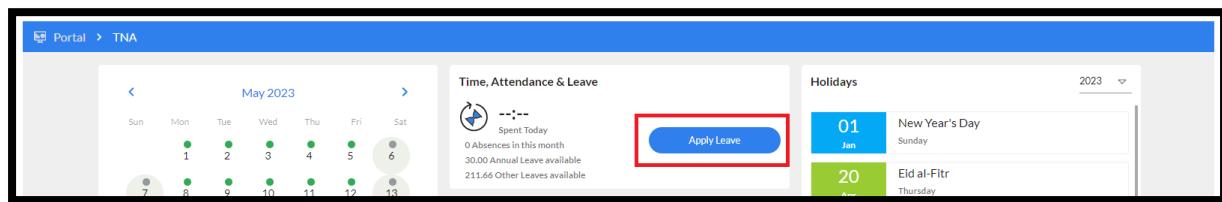
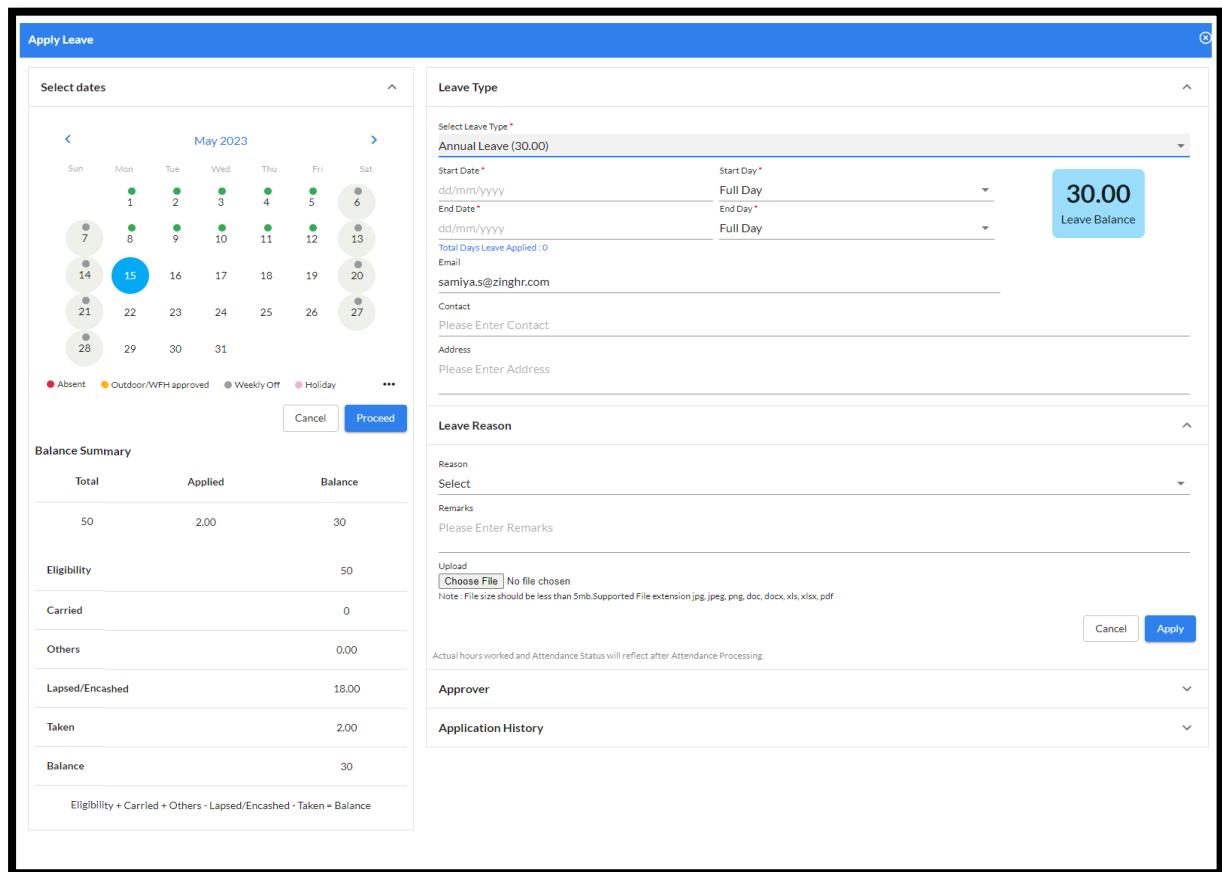
End User Guide for ZingHR

Leave Request

Purpose:

Leave Dashboard helps get your entitlements and allows to raise the leave request.

Navigation: Home Page -> Time, Attendance & Leave Dashboard (Click View More) -> Apply Leave.

| Total | Applied | Balance |
|-------|---------|---------|
| 50 | 2.00 | 30 |

Eligibility: 50

Carried: 0

Others: 0.00

Lapsed/Encashed: 18.00

Taken: 2.00

Balance: 30

Eligibility + Carried + Others - Lapsed/Encashed - Taken = Balance

Action by:

System allows you to raise the leave request as an employee.

End User Guide for ZingHR

- In the Apply Leave form, Employee has options to -> Select the leave type.
- Choose the "From Date" and "To Date"
- Along with that system helps to enter the reason and submit the attachment If required.
- Click on "Apply". Approvers will be notified that the leave has been applied and can approve/reject it.

| Approver | | | | |
|---------------------|---------------|------------|------------------|------------------|
| S | Approver-1 | | | |
| Application History | | | | |
| From Date | To Date | Total Days | Application Date | Status |
| 24th Mar 2023 | 24th Mar 2023 | 1 day | 17th Mar 2023 | Final Acceptance |
| 1st Feb 2023 | 2nd Feb 2023 | 2 days | 17th Mar 2023 | Cancelled |
| 9th Mar 2023 | 9th Mar 2023 | 1 day | 16th Mar 2023 | Cancelled |
| 14th Mar 2023 | 14th Mar 2023 | 1 day | 9th Mar 2023 | Final Acceptance |

In the bottom of page, Employee can see the approver list. Basis the approver list the system will route the workflow.

Also, your previous application history can be tracked in the last grid.

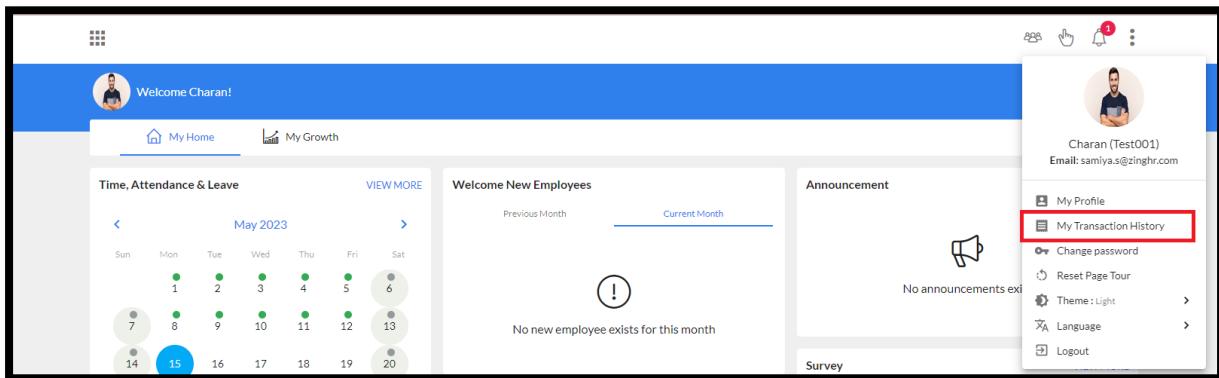
End User Guide for ZingHR

Leave Cancellation

Purpose:

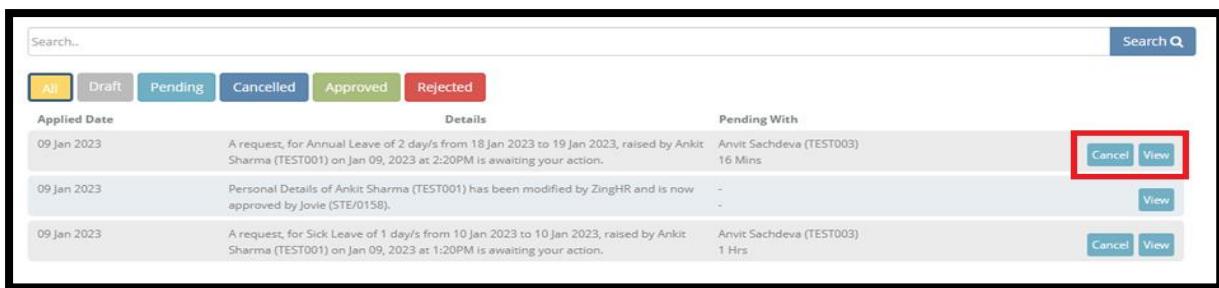
The purpose of leave cancellation is to cancel the leave request which is being applied by the employee.

Navigation: Right Conner Click 3 dots -> My Transaction history



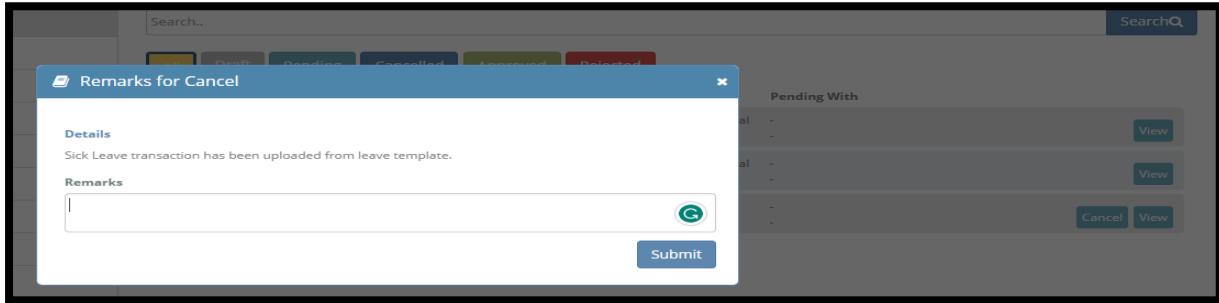
Action by:

In the Transaction history, employee can see the pending requests for the leave. There will be an option to cancel the request as shown in the picture below.



Employee can click on cancel and add remarks for cancel and finally can submit the leave cancellation request.

End User Guide for ZingHR

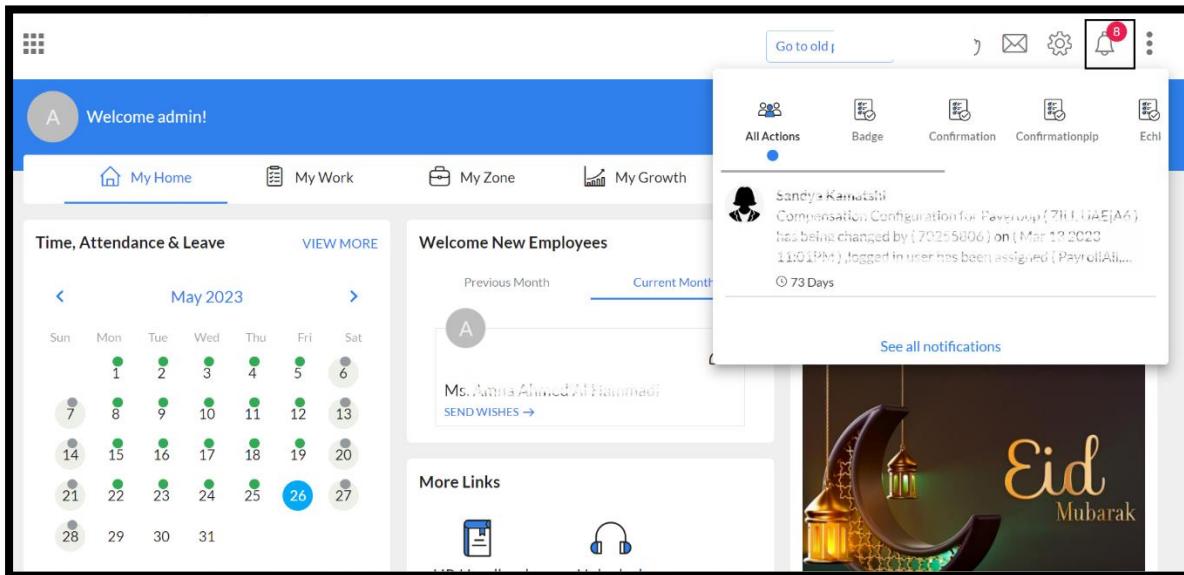


How to approve Leave (For HR/Manager/HOD)

Purpose:

If an employee has requested for leave. Manager/HR/HOD has the authority to approve it.

Navigation: Click on the notification icon to view the pending requests or notifications.

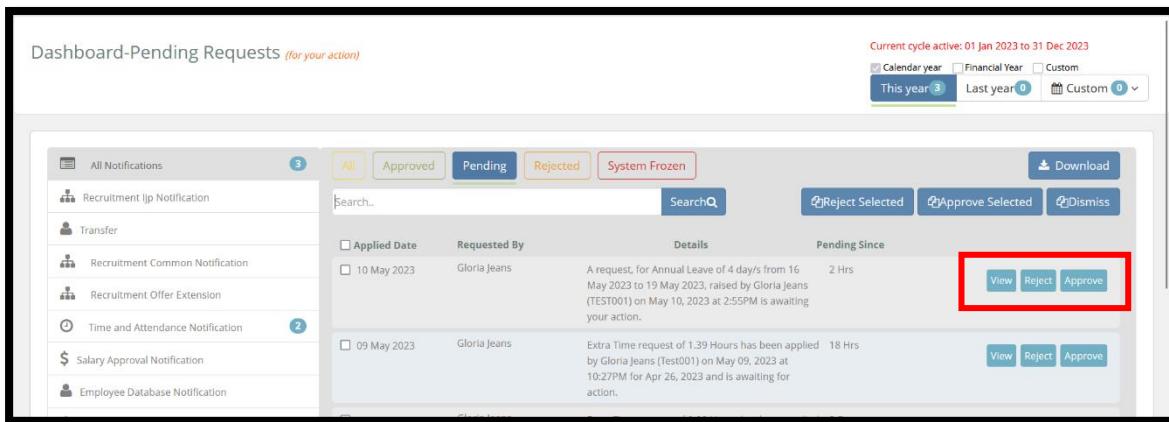


Action by:

By clicking on the pending action item, the approver can see all the pending requests of all their direct reportees.

End User Guide for ZingHR

They have the option to view the request detail and accordingly accept or reject the request as shown in the picture below.



The screenshot shows the 'Pending Requests' section of the ZingHR dashboard. It displays two leave requests:

- Request 1:** Applied Date: 10 May 2023, Requested By: Gloria Jeans. Details: A request for Annual Leave of 4 day/s from 16 May 2023 to 19 May 2023, raised by Gloria Jeans (TEST001) on May 10, 2023 at 2:55PM is awaiting your action.
- Request 2:** Applied Date: 09 May 2023, Requested By: Gloria Jeans. Details: Extra Time request of 1.39 Hours has been applied 18 Hrs by Gloria Jeans (TEST001) on May 09, 2023 at 10:27PM for Apr 26, 2023 and is awaiting for action.

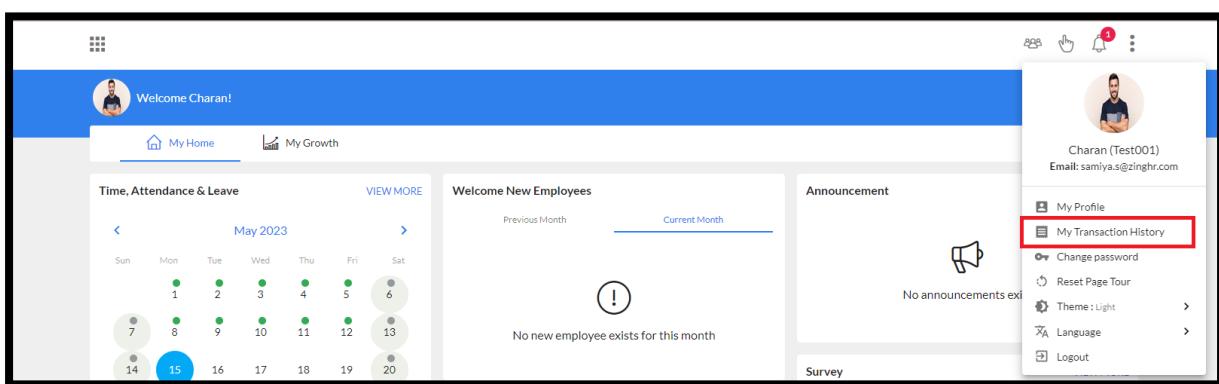
For each request, there are three buttons: 'View', 'Reject', and 'Approve'. These three buttons are highlighted with a red box.

Workflow Application Status Check

Purpose:

This feature is used by employees to know "Application Status of all your transaction".

Navigation: Right Conner Click 3 dots -> My Transaction History

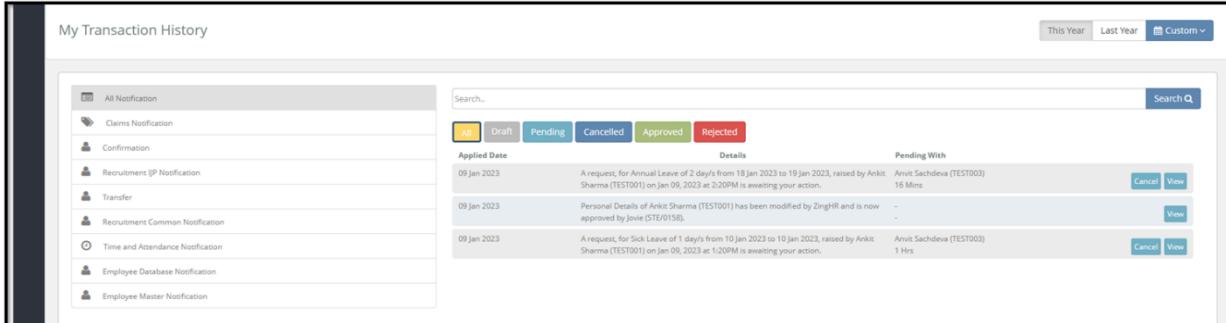


The screenshot shows the employee dashboard with the following sections:

- Welcome Charan!**
- My Home** and **My Growth** tabs.
- Time, Attendance & Leave** section with a calendar for May 2023.
- Welcome New Employees** section stating "No new employee exists for this month".
- Announcement** section stating "No announcements exist".
- Survey** section.
- Right Sidebar:**
 - User profile: Charan (Test001), Email: samiya.s@zinghr.com
 - My Profile** menu with options: My Transaction History (highlighted with a red box), Change password, Reset Page Tour, Theme : Light, Language, and Logout.

Action by Employee: This form is used to view all workflow transaction in the system. Also, based on the approval status dashboard – system will help to categorize.

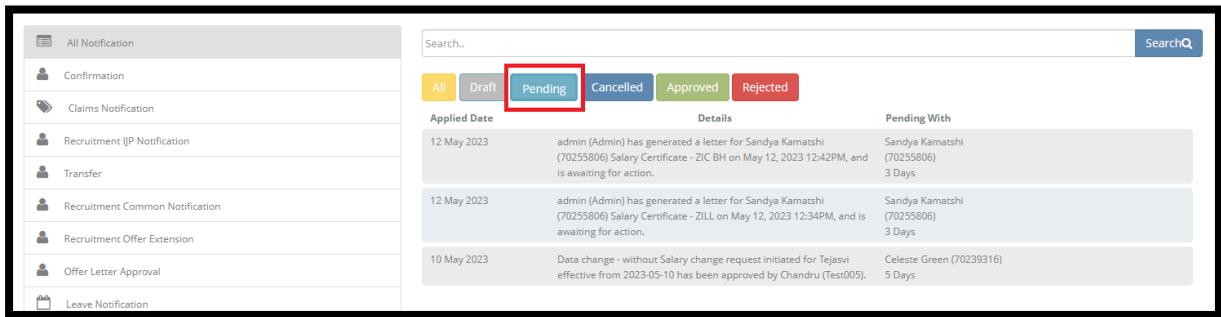
End User Guide for ZingHR



This screenshot shows the 'My Transaction History' section of the ZingHR interface. On the left, a sidebar lists various notification types: All Notification, Confirmation, Claims Notification, Recruitment IIP Notification, Transfer, Recruitment Common Notification, Time and Attendance Notification, Employee Database Notification, and Employee Master Notification. On the right, a main panel displays a list of notifications with columns for Applied Date, Details, and Pending With. The notifications are:

- 09 Jan 2023: A request for Annual Leave of 2 days from 18 Jan 2023 to 19 Jan 2023, raised by Ankit Sharma (TEST001) on Jan 09, 2023 at 2:09PM is awaiting your action. Arvind Sachdeva (TEST003) 16 Mins
- 09 Jan 2023: Personal Details of Ankit Sharma (TEST001) has been modified by ZingHR and is now approved by Jovive (STE0158). - View
- 09 Jan 2023: A request for Sick Leave of 1 day/s from 10 Jan 2023 to 10 Jan 2023, raised by Ankit Sharma (TEST001) on Jan 09, 2023 at 1:20PM is awaiting your action. Arvind Sachdeva (TEST003) 1 Hrs

At the top right, there are buttons for 'This Year', 'Last Year', and 'Custom'.



This screenshot shows the 'Pending' tab selected in the 'My Transaction History' section. The sidebar on the left remains the same. The main panel displays a list of pending actions with columns for Applied Date, Details, and Pending With. The pending items are:

- 12 May 2023: admin (Admin) has generated a letter for Sandya Kamatshi (70255806) Salary Certificate - ZIC BH on May 12, 2023 12:42PM, and is awaiting for action. Sandya Kamatshi (70255806) 3 Days
- 12 May 2023: admin (Admin) has generated a letter for Sandya Kamatshi (70255806) Salary Certificate - ZILL on May 12, 2023 12:34PM, and is awaiting for action. Sandya Kamatshi (70255806) 3 Days
- 10 May 2023: Data change - without Salary change request initiated for Tejasvi effective from 2023-05-10 has been approved by Chandru (Test005). Celeste Green (70239316) 5 Days

Leave Balance Upload

Purpose:

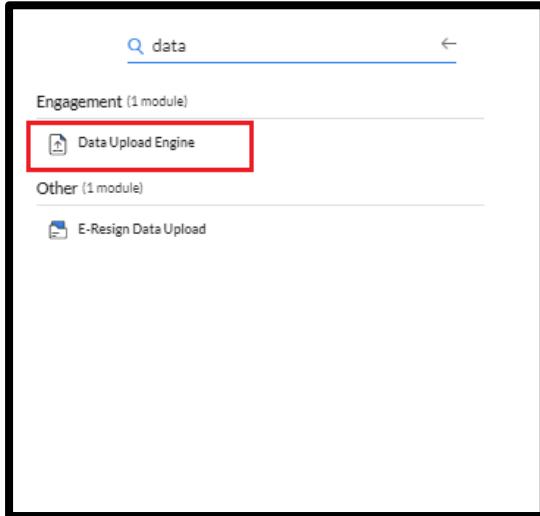
The purpose of Leave balance upload is to update or upload the leave balance of an employee in the system.

Navigation: 9 box matrix -> Data Upload Engine



This screenshot shows the header bar of the Data Upload Engine. It includes a user profile icon, a welcome message 'Welcome Charan!', and several navigation icons: a grid icon, a person icon, a bell icon with a red notification count of 1, and a three-dot menu icon. There is also a 'PERSONALIZE' button.

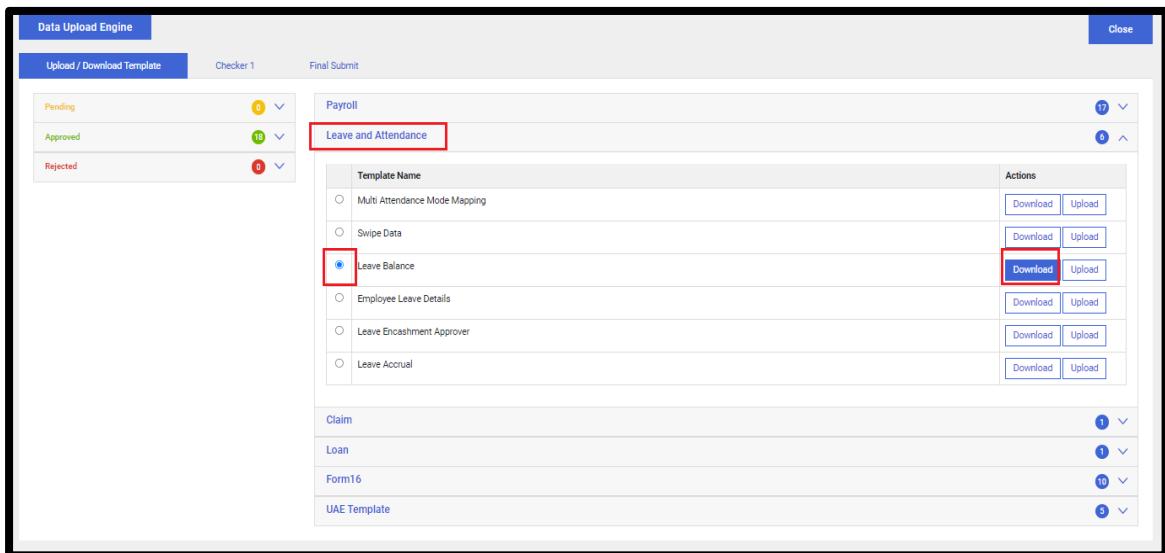
End User Guide for ZingHR



Action by:

Step 1: Click on Leave and Attendance.

Step 2: Select the leave balance template and click on download to download the template.



Open the downloaded template and fill in the required columns.

Click on Leave Sub Type Master to copy the Leave Type and Leave Sub Type and paste it in the Leave balance sheet.

End User Guide for ZingHR

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R |
|----|---------------------------|--------------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Leave Type Description | Leave Sub Type Description | | | | | | | | | | | | | | | |
| 2 | Earned Leave | Earned Leave - 4 | | | | | | | | | | | | | | | |
| 3 | Maternity Leaves | Maternity Leaves - 4 | | | | | | | | | | | | | | | |
| 4 | Paternity Leaves | Paternity Leaves - 4 | | | | | | | | | | | | | | | |
| 5 | CompOff Leaves | CompOff Leaves - 4 | | | | | | | | | | | | | | | |
| 6 | Leave Without Pay | Leave Without Pay - 4 | | | | | | | | | | | | | | | |
| 7 | Sick Leave | Sick Leave - 4 | | | | | | | | | | | | | | | |
| 8 | Religious Leave | Religious Leave - 4 | | | | | | | | | | | | | | | |
| 9 | Study Leave | Study Leave - 4 | | | | | | | | | | | | | | | |
| 10 | Compassionate Leave - 1st | Compassionate Leave - 1st degree - 4 | | | | | | | | | | | | | | | |
| 11 | Compassionate Leave - 2n | Compassionate Leave - 2nd degree - 4 | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | | | | | |

Step 4: Fill in the Carry Over, Eligibility and the other Columns

Step 5: In the **Add or Override** Columns, use **Add** if you want to add to the Employee existing balance and **Override** if you want to override the existing balance.

Step 6: Delete the first column and the rows on top.

| A | B | C | D | E | F | G | H |
|----|---|---------------|--------------|------------------|----------------|--------------|--------------|
| 1 | Data format | Employee Code | Leave Year | Leave Type | Leave Sub Type | CarryOver | Eligibility |
| 2 | NOTE : Please Remove Data Format Column and Row Number 2,3,4,5 Before Uploading | | | | | | |
| 3 | Datatype | VARCHAR(25) | VARCHAR(12) | VARCHAR(100) | VARCHAR(100) | NUMERIC(5,2) | NUMERIC(5,2) |
| 4 | Required | Mandatory | Mandatory | Mandatory | Mandatory | Mandatory | Mandatory |
| 5 | Dummymdata | Admin | | | 2.50 | 2.50 | 2.50 |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | Test001 | 2023 - 2024 | Earned Leave | Earned Leave - 4 | | 0 | 21 |
| 9 | | | | | | | 0 |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |
| 16 | | | | | | | |
| 17 | | | | | | | |
| 18 | | | | | | | |
| 19 | | | | | | | |
| 20 | | | | | | | |
| 21 | | | | | | | |

This is how the template should look like before uploading.

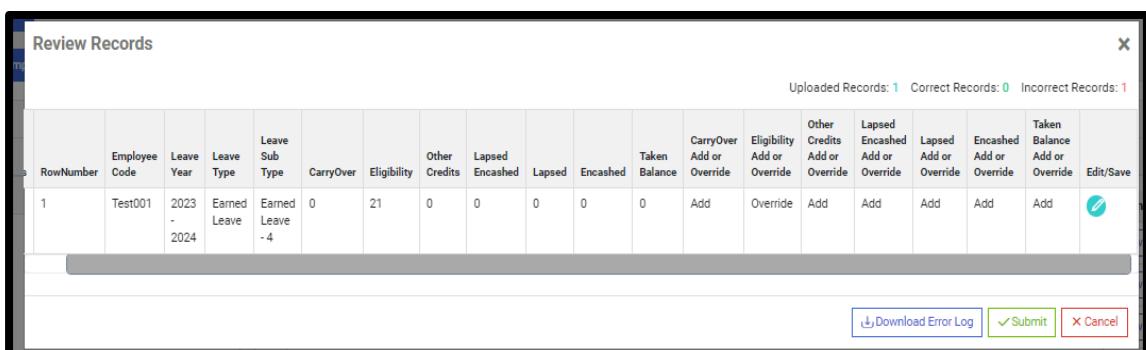
| A | B | C | D | E | F | G | H |
|----|---------------|-------------|--------------|------------------|-----------|-------------|---------------|
| 1 | Employee Code | Leave Year | Leave Type | Leave Sub Type | CarryOver | Eligibility | Other Credits |
| 2 | Test001 | 2023 - 2024 | Earned Leave | Earned Leave - 4 | 0 | 21 | 0 |
| 3 | | | | | | | 0 |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |

Step 7: Save the template and Upload.

End User Guide for ZingHR



Step 8: Review the template and submit.



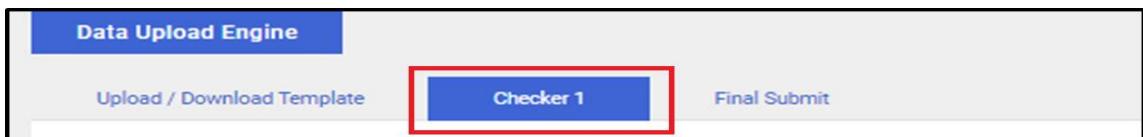
| RowNumber | Employee Code | Leave Year | Leave Type | Leave Sub Type | CarryOver | Eligibility | Other Credits | Lapsed Encashed | Lapsed | Encashed | Taken Balance | CarryOver Add or Override | Eligibility Add or Override | Other Credits Add or Override | Lapsed Add or Override | Encashed Add or Override | Taken Balance Add or Override | Edit/Save |
|-----------|---------------|-------------|--------------|------------------|-----------|-------------|---------------|-----------------|--------|----------|---------------|---------------------------|-----------------------------|-------------------------------|------------------------|--------------------------|-------------------------------|-----------|
| 1 | Test001 | 2023 - 2024 | Earned Leave | Earned Leave - 4 | 0 | 21 | 0 | 0 | 0 | 0 | 0 | Add | Override | Add | Add | Add | Add | |

Uploaded Records: 1 Correct Records: 0 Incorrect Records: 1

[Download Error Log](#) [Submit](#) [Cancel](#)

Step 9: Click on Checker 1 -> Pending -> Approve.

Step 10: Click on Final Submit -> Pending -> Approve.



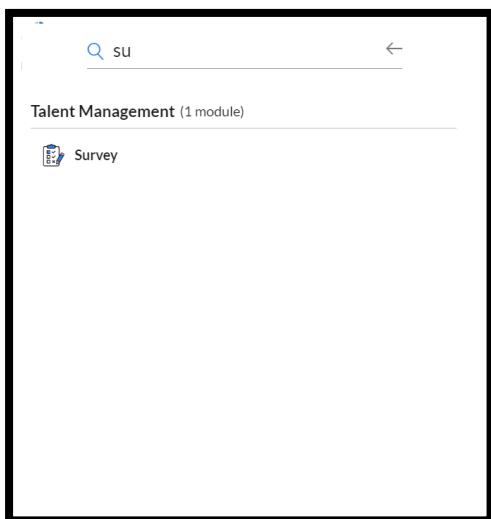
End User Guide for ZingHR

Survey Creation

Purpose:

Survey can help companies figure out what their employees want and how they feel.

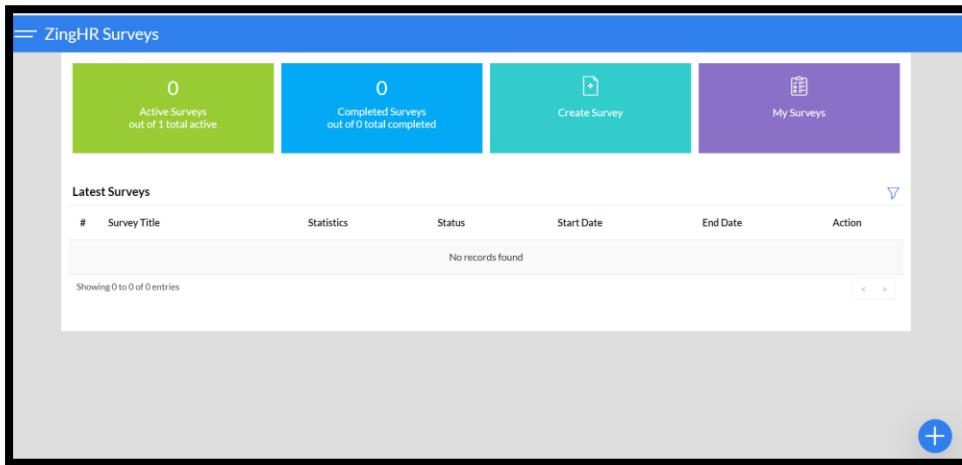
Navigation: 9 box matrix -> Survey



Action by:

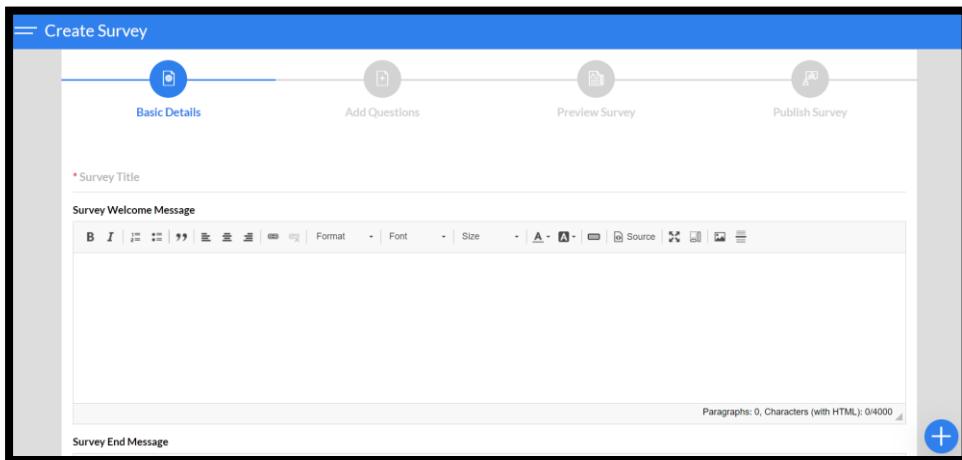
Click on create survey.

End User Guide for ZingHR



The screenshot shows the ZingHR Surveys dashboard. At the top, there are four colored boxes: green (Active Surveys: 0 out of 1 total active), blue (Completed Surveys: 0 out of 0 total completed), teal (Create Survey), and purple (My Surveys). Below these are sections for "Latest Surveys" and "Upcoming Surveys". The "Latest Surveys" section has columns for #, Survey Title, Statistics, Status, Start Date, End Date, and Action. It displays "No records found". The "Upcoming Surveys" section shows "Showing 0 to 0 of 0 entries". A blue plus sign button is located in the bottom right corner.

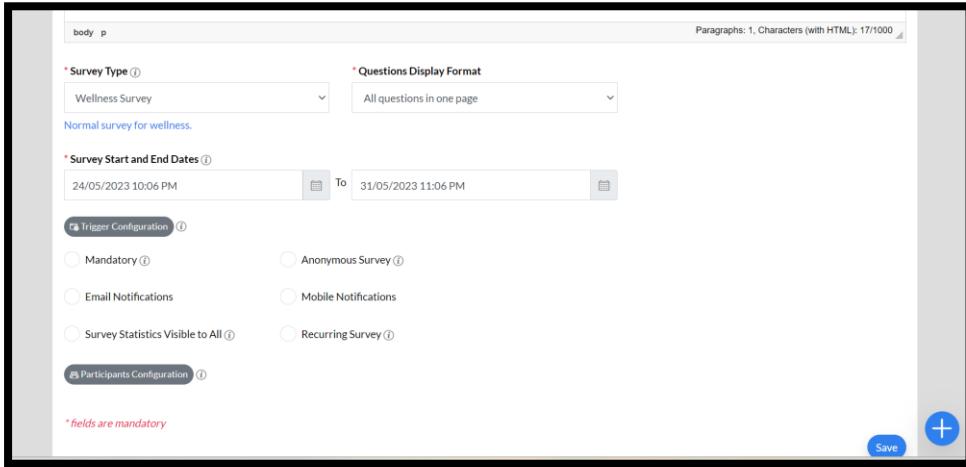
Fill the title of the survey and all basic details, click on the save button below to proceed further.



The screenshot shows the "Create Survey" wizard at the "Basic Details" step. It features a progress bar with four steps: "Basic Details" (selected), "Add Questions", "Preview Survey", and "Publish Survey". Below the progress bar is a "Survey Title" input field with a red asterisk indicating it is required. Underneath is a "Survey Welcome Message" editor with a toolbar and a character counter. A "Survey End Message" input field is at the bottom. A blue plus sign button is located in the bottom right corner.

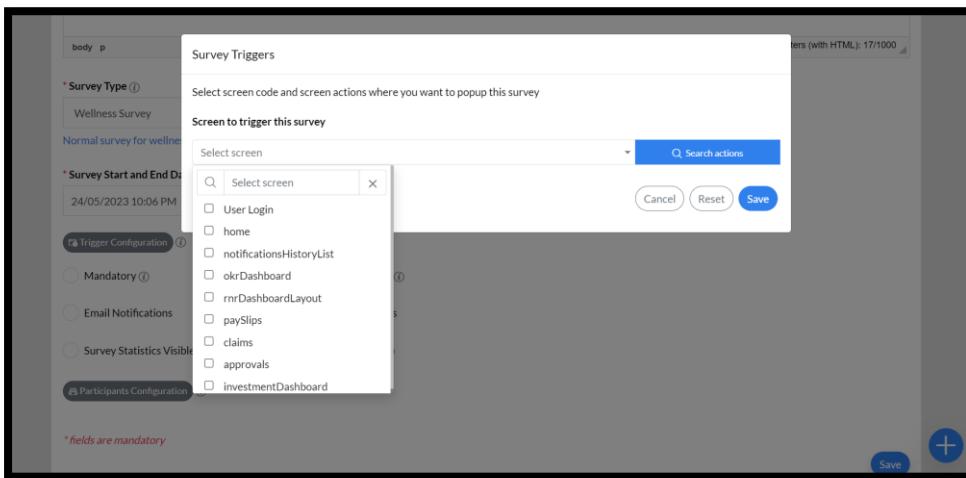
Enter Survey type, question format, start and end date.

End User Guide for ZingHR



The screenshot shows the 'Survey Configuration' page. It includes fields for 'Survey Type' (Wellness Survey), 'Questions Display Format' (All questions in one page), 'Survey Start and End Dates' (24/05/2023 10:06 PM to 31/05/2023 11:06 PM), and 'Trigger Configuration'. Under 'Trigger Configuration', there are options for 'Mandatory', 'Anonymous Survey', 'Email Notifications', 'Mobile Notifications', 'Survey Statistics Visible to All', and 'Recurring Survey'. A note at the bottom states '*fields are mandatory'. On the right side, there are 'Save' and '+' buttons.

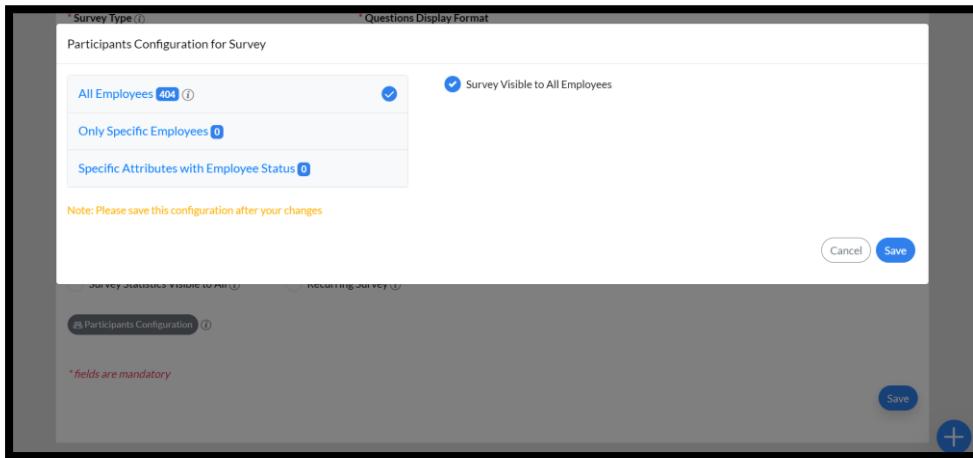
Click on trigger configuration to choose where you want to pop up the survey. After choosing screen, click on search actions and update user login and click on save



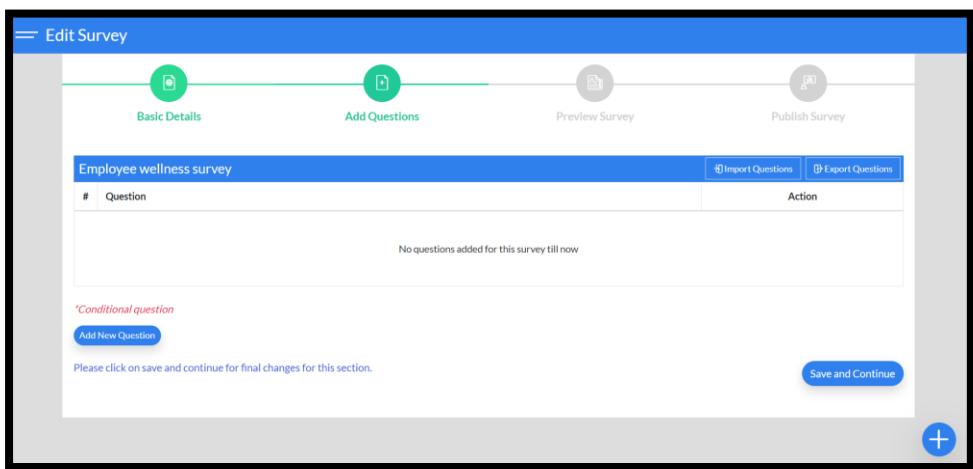
The screenshot shows the 'Survey Triggers' configuration. It has a 'Survey Type' (Wellness Survey) and 'Survey Start and End Dates' (24/05/2023 10:06 PM). In the 'Trigger Configuration' section, a 'Select screen' dropdown is open, showing a list of screens: User Login, home, notificationsHistoryList, okrDashboard, rnrDashboardLayout, paySlips, claims, approvals, and investmentDashboard. There is also a 'Search actions' input field and 'Cancel', 'Reset', and 'Save' buttons. A note at the bottom states '*fields are mandatory'. On the right side, there are 'Save' and '+' buttons.

Next is to choose the participant configuration, click on it and choose the participants for the survey and save it.

End User Guide for ZingHR

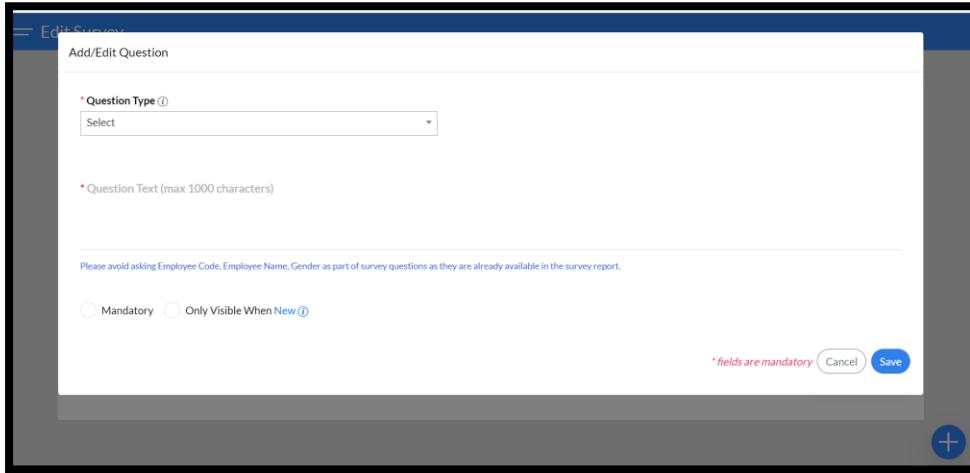


After that click on add new questions



Select the question type, write the questions, select whether to make the questions mandatory or not and click on save.

End User Guide for ZingHR



Edit Survey

Add/Edit Question

*Question Type ⓘ

Select

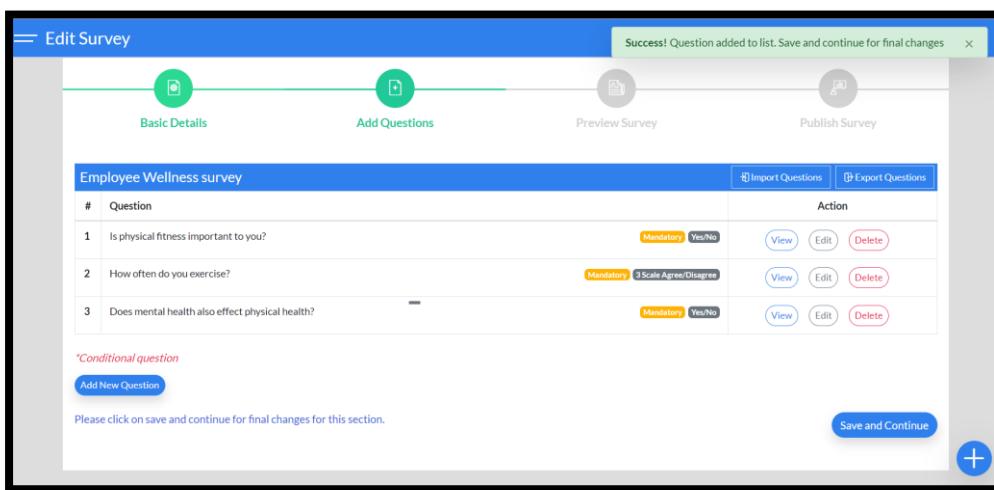
* Question Text (max 1000 characters)

Please avoid asking Employee Code, Employee Name, Gender as part of survey questions as they are already available in the survey report.

Mandatory Only Visible When New ⓘ

*fields are mandatory Cancel Save

After adding all the questions, click on save and continue.



Edit Survey

Success! Question added to list. Save and continue for final changes

Basic Details Add Questions Preview Survey Publish Survey

Employee Wellness survey

| # | Question | Action |
|---|---|---|
| 1 | Is physical fitness important to you? | Mandatory Yes/No View Edit Delete |
| 2 | How often do you exercise? | Mandatory 5 Scale Agree/Disagree View Edit Delete |
| 3 | Does mental health also effect physical health? | Mandatory Yes/No View Edit Delete |

*Conditional question

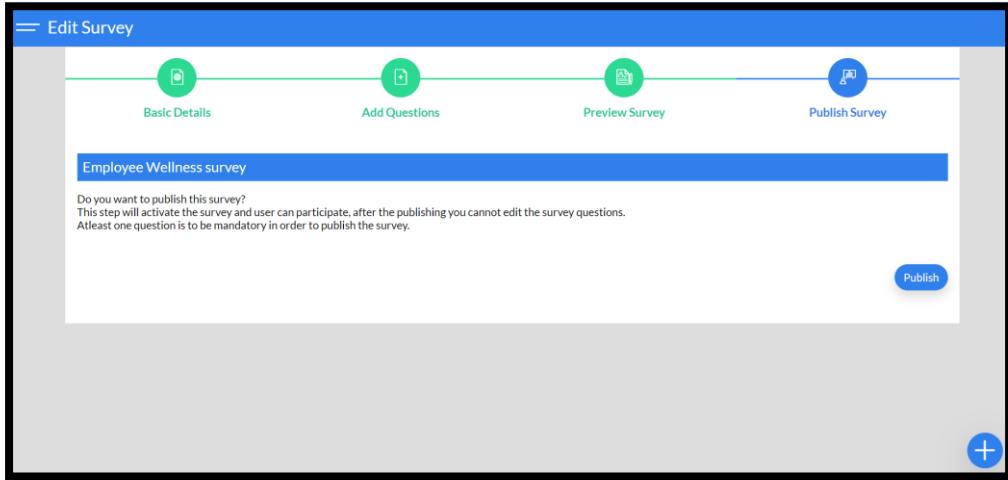
Add New Question

Please click on save and continue for final changes for this section.

Save and Continue

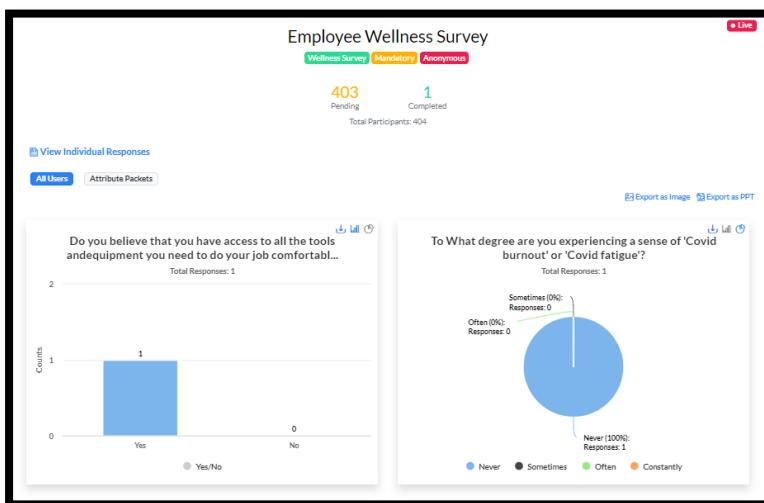
Finally, Preview the survey and publish it.

End User Guide for ZingHR

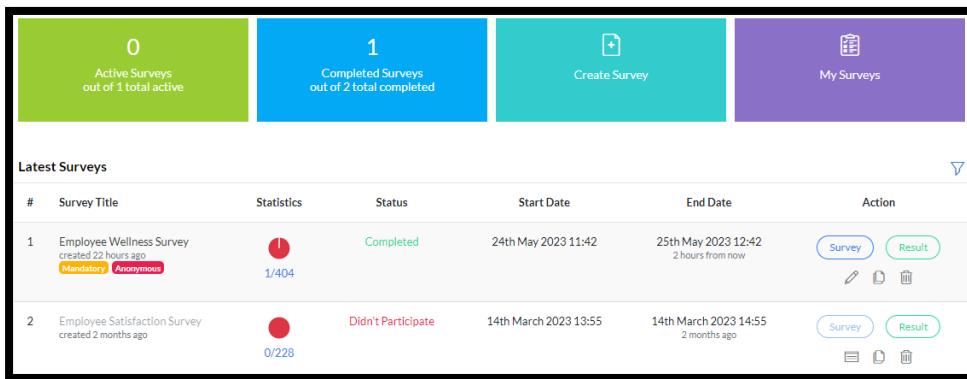


The screenshot shows the 'Edit Survey' interface. At the top, there are four steps: 'Basic Details', 'Add Questions', 'Preview Survey', and 'Publish Survey'. The 'Publish Survey' step is highlighted. Below the steps, the survey title 'Employee Wellness survey' is displayed. A message asks if the user wants to publish the survey, stating that it will activate the survey and allow participation. It also notes that at least one question must be mandatory. A 'Publish' button is visible. A blue '+' icon is located in the bottom right corner of the main area.

This is how the final survey will look.



The screenshot shows the results page for the 'Employee Wellness Survey'. At the top, it displays '403 Pending' and '1 Completed' responses, with a total of 404 participants. Below this, there are two charts. The first chart is a bar chart titled 'Do you believe that you have access to all the tools and equipment you need to do your job comfortably?'. It shows 1 response for 'Yes' and 0 for 'No'. The second chart is a pie chart titled 'To what degree are you experiencing a sense of 'Covid burnout' or 'Covid fatigue'?'. It shows 100% response for 'Never (0%)' and 0% for 'Often (0%)', 'Sometimes (0%)', and 'Constantly'.

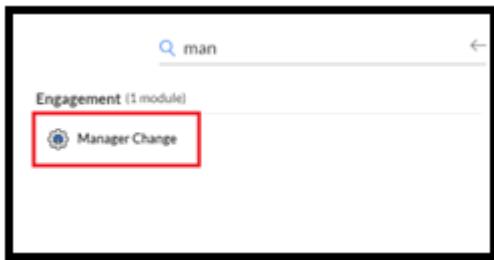


The screenshot shows the 'My Surveys' dashboard. It features four cards: 'Active Surveys out of 1 total active' (0), 'Completed Surveys out of 2 total completed' (1), 'Create Survey' (button), and 'My Surveys' (button). Below this, a section titled 'Latest Surveys' lists two surveys. Survey 1 is the 'Employee Wellness Survey' (Completed, 1/404 responses) and Survey 2 is the 'Employee Satisfaction Survey' (created 2 months ago, Didn't Participate, 0/228 responses).

End User Guide for ZingHR Manager Mapping

Purpose: This screen is used for assigning the managers of all the employees through bulk upload and One-to-One mapping.

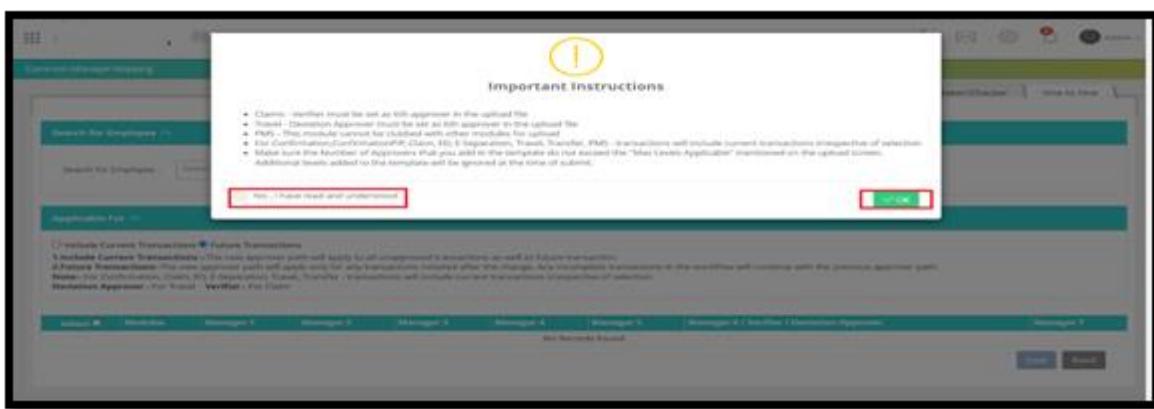
Navigation: Click on 9 box matrix -> Manager Change



Action by:

Once you click on the manager change screen, it will take you to important instructions.

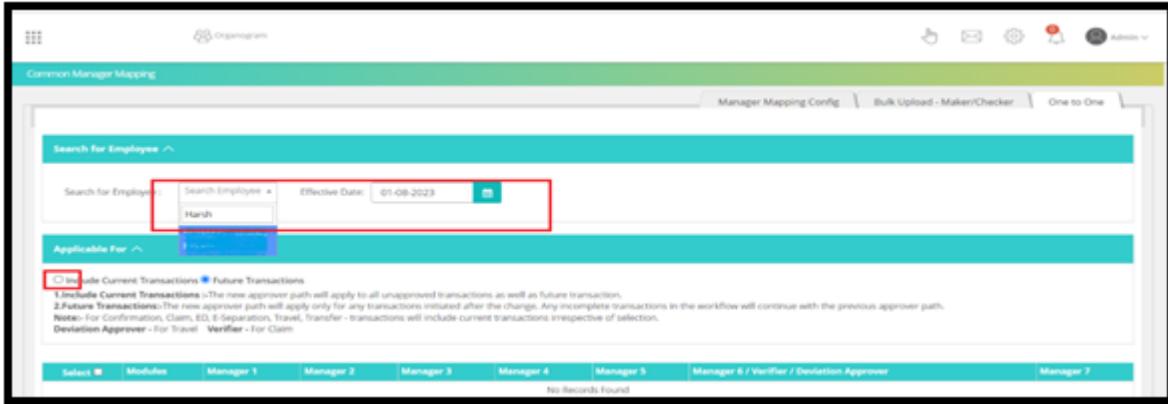
Tick the “Yes” check box and continue.



For One-to-One manager mapping

Search for the employee with their name or employee code for which you want to map the manager. Select the effective date. Also, click on the “include current transaction” for it to reflect for all the current and future transactions.

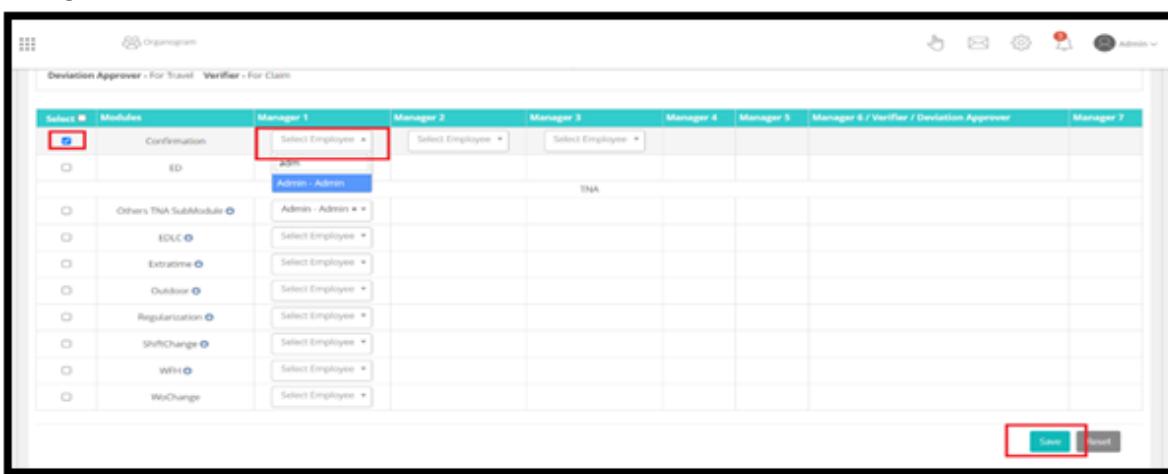
End User Guide for ZingHR



In the same screen below, Select the module for which you want to map the manager.

Tick the check box.

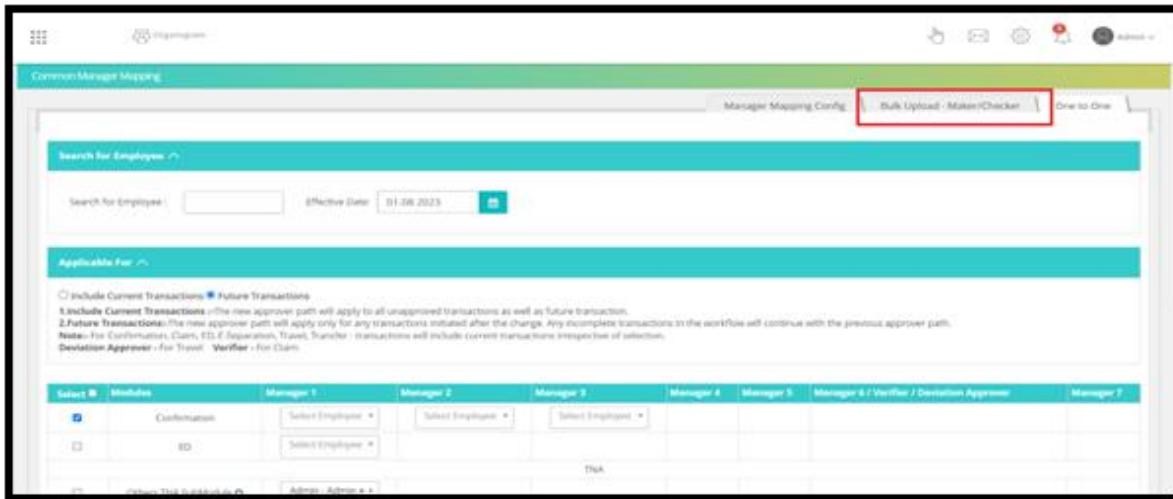
In the search box, search for managers through their name or employee code. Mark all level managers and click on save.



For Bulk-Upload

Click on “Bulk upload – Maker/Checker”

End User Guide for ZingHR

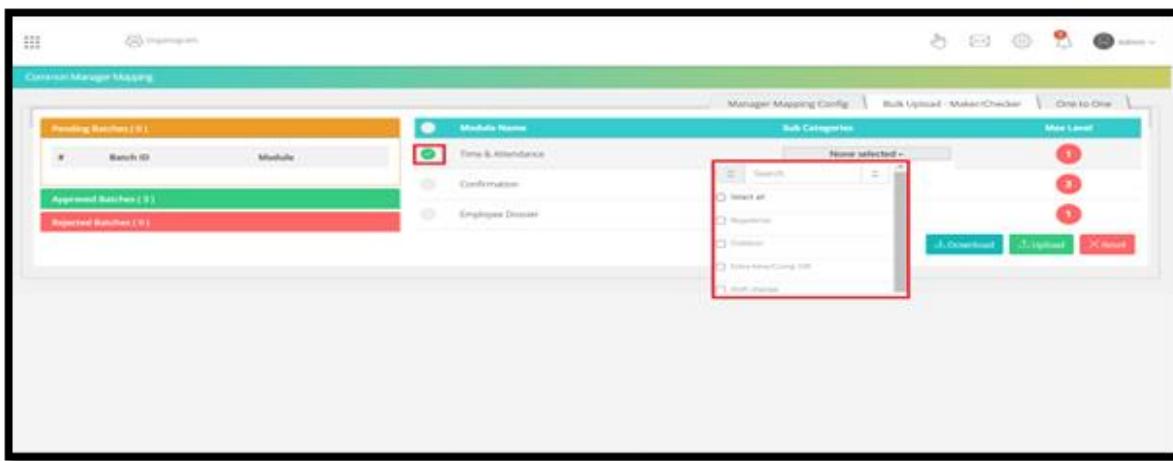


The screenshot shows the 'Common Manager Mapping' interface. At the top right, there are buttons for 'Manager Mapping Config', 'Bulk Upload - Makers/Checker' (which is highlighted with a red box), and 'One to One'. Below these are sections for 'Search for Employee' and 'Applicable For'. The 'Applicable For' section includes checkboxes for 'Include Current Transactions' (unchecked) and 'Future Transactions' (checked). It also contains notes about transaction paths and approver levels. The main table below lists modules (Time & Attendance, Confirmation, Employee Dossier) and their corresponding manager assignments across six columns labeled Manager 1 through Manager 6.

It will take you to this common manager mapping screen.

Tick on the check box to select the module for which you want to map the manager such as time and Attendance, Confirmation, Employee Dossier.

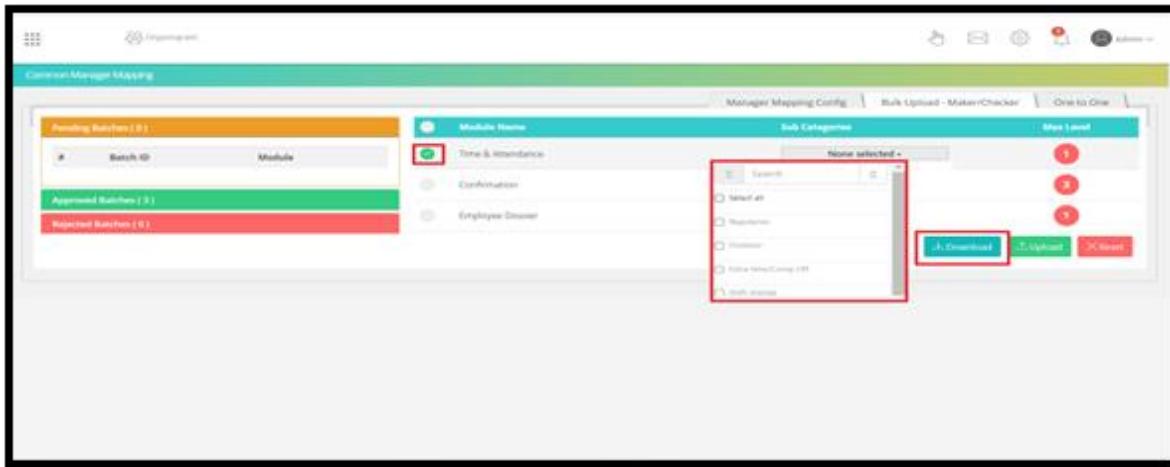
In the sub – category, select the process as shown in the below picture.



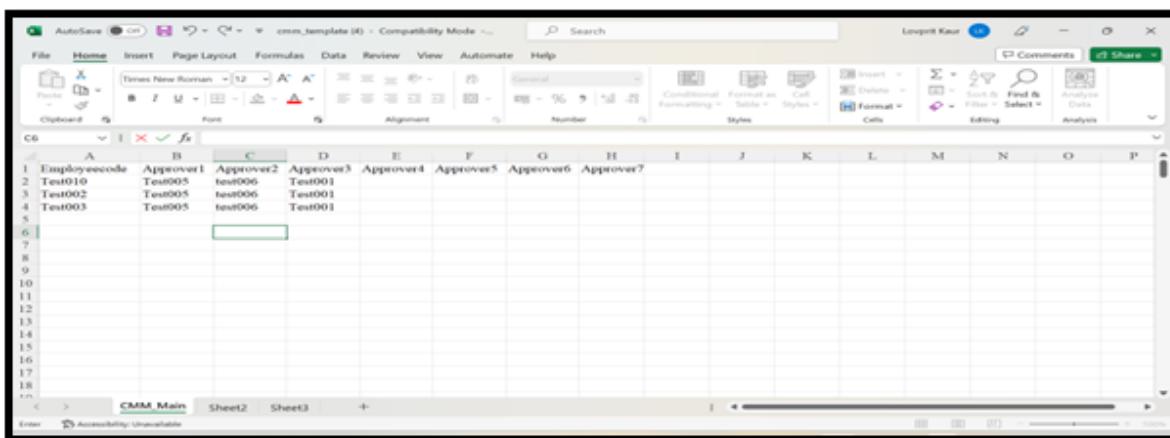
This screenshot shows the same 'Common Manager Mapping' interface. On the left, there's a sidebar with 'Pending BatchPars (0)', 'Approved BatchPars (0)', and 'Rejected BatchPars (0)'. The main area has a 'Module Names' section with a radio button next to 'Time & Attendance' (which is checked and highlighted with a red box). To the right is a 'Sub Categories' section with a dropdown menu set to 'None selected'. A search bar and a list of categories are visible. At the bottom right are buttons for 'Download', 'Upload', and 'Reset'.

After the selection, download the template.

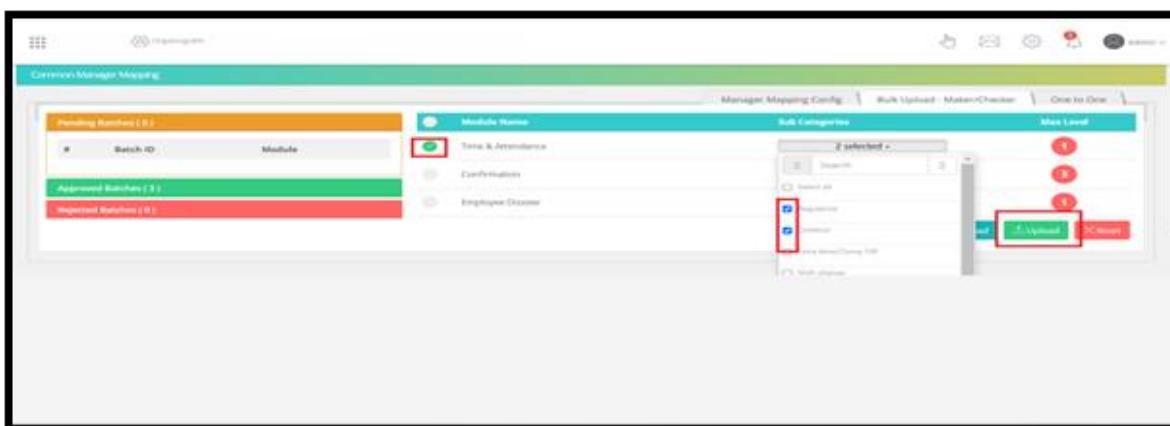
End User Guide for ZingHR



This is how the template will look like. Add the Employee name in the “Employee Code” column and Add manager name in the “Approver” column.



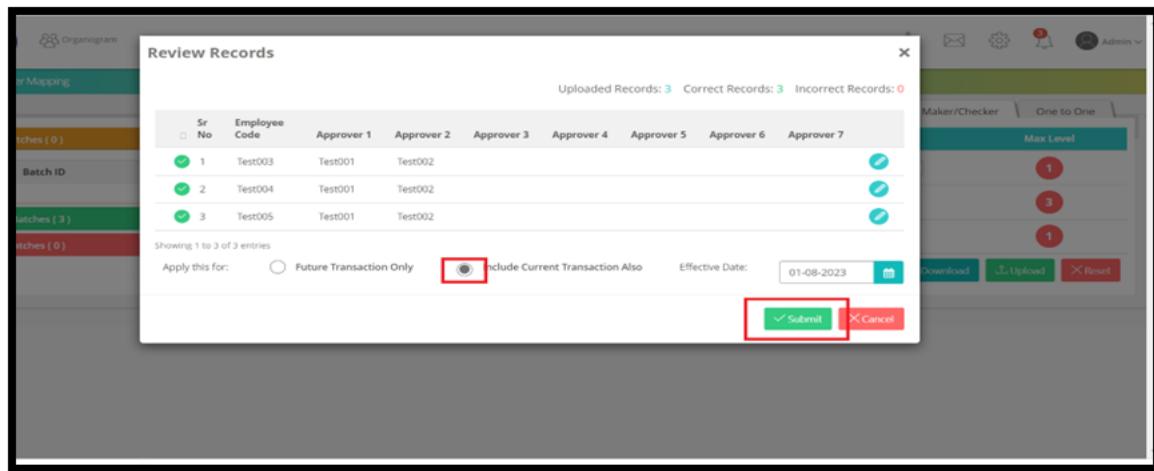
Once the Template is configured, come back to the manager mapping screen, select the module like earlier and click on upload the sheet.



End User Guide for ZingHR

This is how the template will look before getting uploaded.

Click on include current transaction and click on submit.



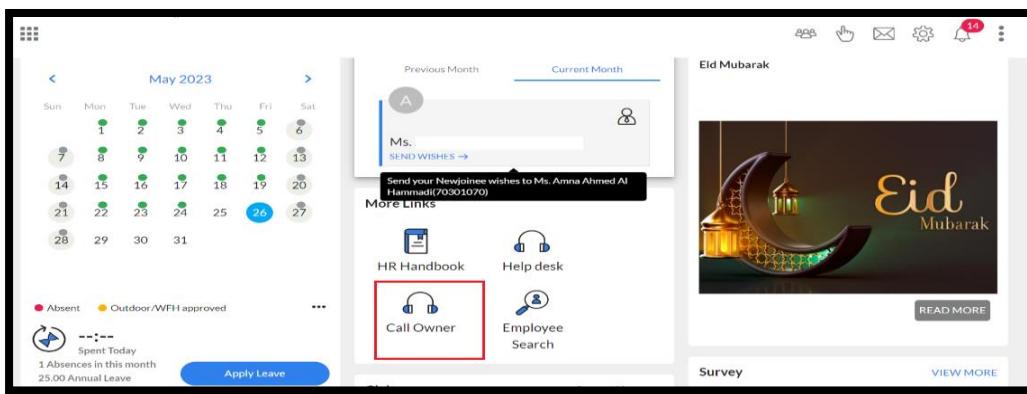
End User Guide for ZingHR

Helpdesk

Purpose:

The purpose of help desk is to resolve employees' issues as a first point of contact.

Navigation: Call owner



Action by:

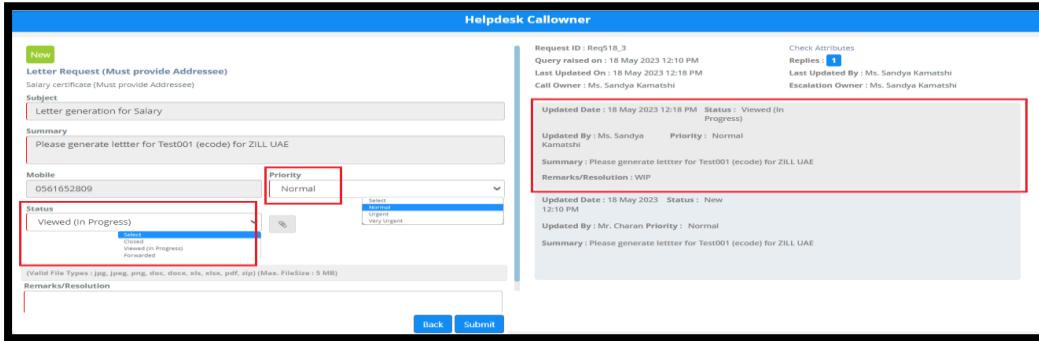
Call owner can view queries raised by the employees and take appropriate action against the queries.

| Helpdesk Callowner | | | | | | | |
|--------------------|----------------------|------------|------------------------------------|---------------|----------------------|----------|---|
| Search.. | | | | | | | |
| All | New | Re Open | Viewed (In Progress) | Forwarded | Closed | | |
| Date | Raised By | Request ID | Details | Pending Since | Status | Priority | Replies |
| 18 May 2023 | Mr. Charan (Test001) | Req518_3 | Letter generation for Salary | 6 Days | Viewed (In Progress) | Normal | 1  |
| 18 May 2023 | Mr. Charan (Test001) | Req518_2 | Salary certificate for ZILL entity | 6 Days | New | Normal | 0  |

Call owner can check the query and respond on the same accordingly. Also, they can set the priority and status i.e. forward the request to respective call owners.

All the replies of the call owner can be viewed ion the summary and remarks section.

End User Guide for ZingHR



The screenshot shows the ZingHR Helpdesk Callowner interface for a letter request. The main form includes fields for:

- Letter Request (Must provide Addressee):** Salary certificate (Must provide Addressee)
- Subject:** Letter generation for Salary
- Summary:** Please generate letter for Test001 (eocode) for ZILL UAE
- Mobile:** 0561652809
- Status:** Viewed (In Progress)
- Priority:** Normal
- Remarks/Resolution:** (Valid File Types: jpg, jpeg, png, doc, docx, xls, xlsx, pdf, zip) (Max. FileSize: 5 MB)

The right panel displays call details:

- Request ID: Req18_3
- Query raised on: 18 May 2023 12:10 PM
- Last Updated On: 18 May 2023 12:18 PM
- Call Owner: Ms. Sandya Kamatchi
- Check Attributes: Replies 1
- Last Updated By: Ms. Sandya Kamatchi
- Escalation Owner: Ms. Sandya Kamatchi
- Updated Date: 18 May 2023 12:18 PM Status: Viewed (In Progress)
- Updated By: Ms. Sandya Kamatchi Priority: Normal
- Summary: Please generate letter for Test001 (eocode) for ZILL UAE
- Remarks/Resolution: WIP

End User Guide for ZingHR

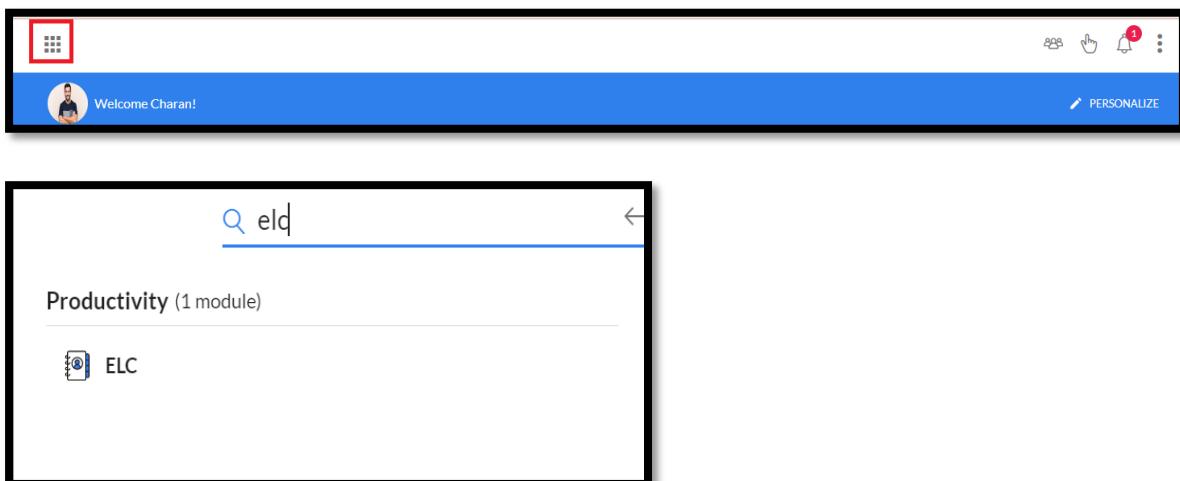
Probation to Confirmation

Purpose:

Probation Confirmation is the process of confirming the employment of the employee after undergoing the Probation Period.

The Manager can decide to Confirm or Terminate after 6 months of the Probation Period.

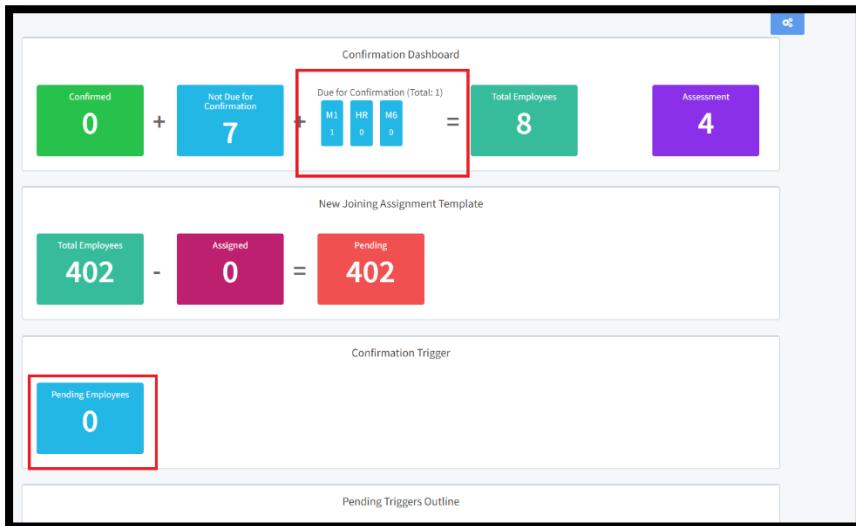
Navigation: Click on 9 box matrix icon -> ELC



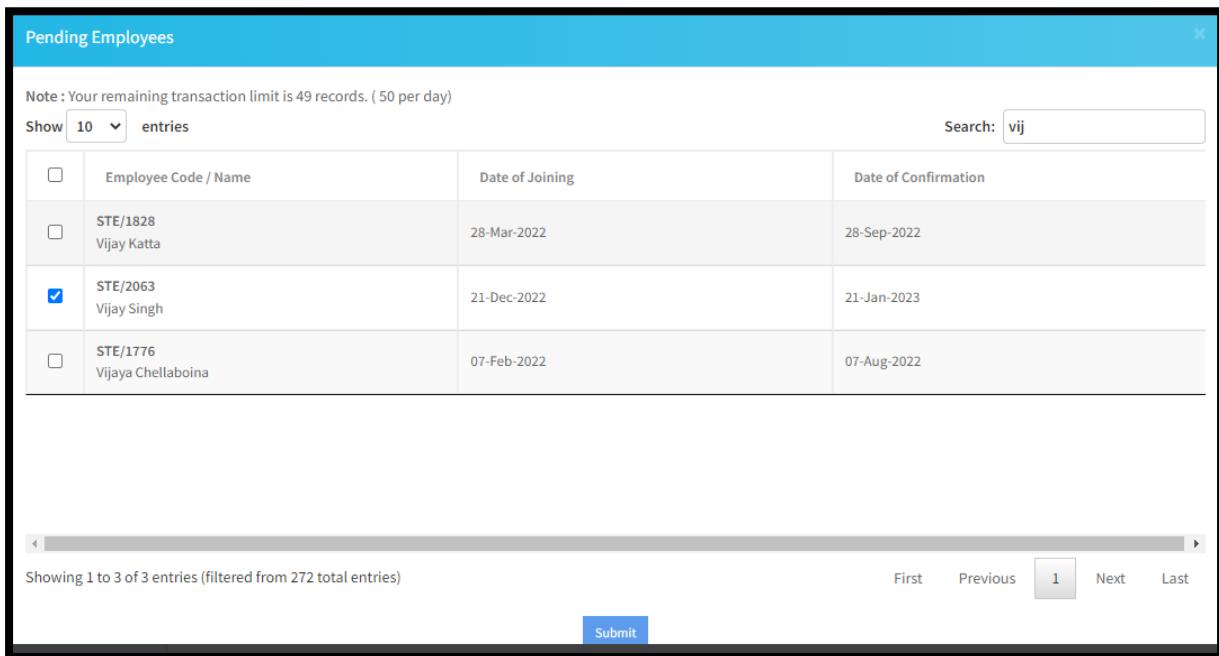
Action by:

Click on Due for Confirmation to check which level the process is pending (Here its M1 – Manager 1). OR Click on Pending Employees to Manually Push the Confirmation Process before the Automatic Trigger.

End User Guide for ZingHR



The system will automatically initiate the confirmation for probation to confirmation pending employees.



Pending Employees

Note : Your remaining transaction limit is 49 records. (50 per day)

Show 10 entries Search: vij

| <input type="checkbox"/> | Employee Code / Name | Date of Joining | Date of Confirmation |
|-------------------------------------|--------------------------------|-----------------|----------------------|
| <input type="checkbox"/> | STE/1828 Vijay Katta | 28-Mar-2022 | 28-Sep-2022 |
| <input checked="" type="checkbox"/> | STE/2063 Vijay Singh | 21-Dec-2022 | 21-Jan-2023 |
| <input type="checkbox"/> | STE/1776 Vijaya Chellaboina | 07-Feb-2022 | 07-Aug-2022 |

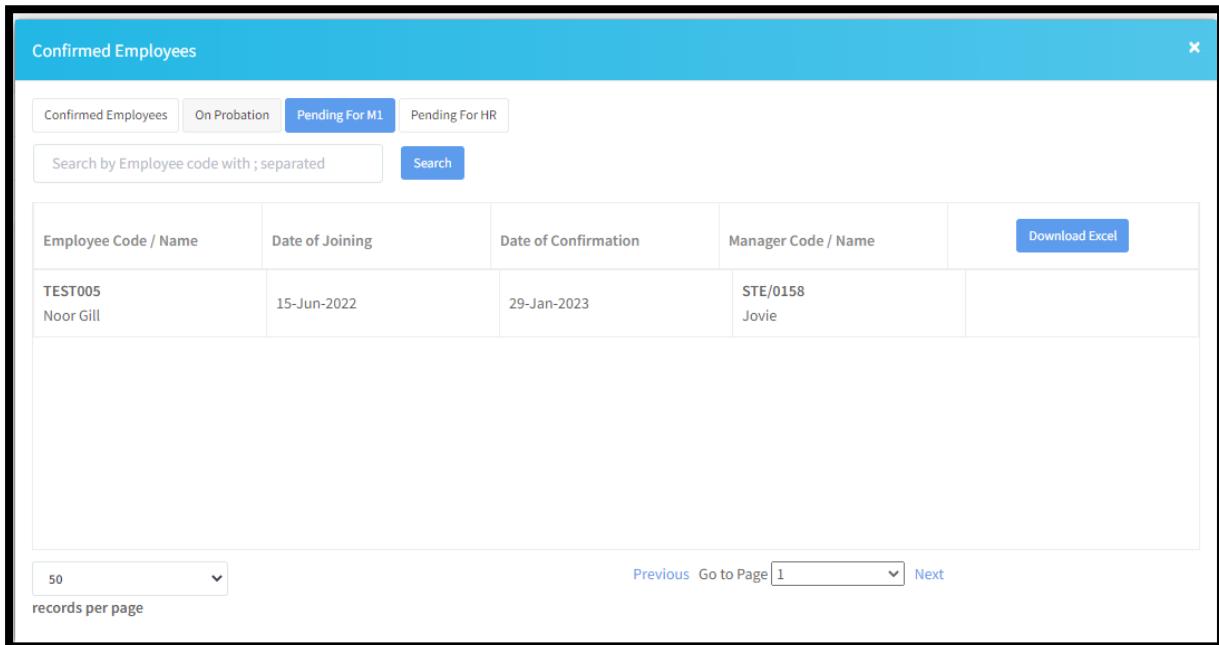
Showing 1 to 3 of 3 entries (filtered from 272 total entries)

First Previous 1 Next Last

Submit

You can view the Status of the Initiation Processing when you click the "Due for Confirmation".

End User Guide for ZingHR

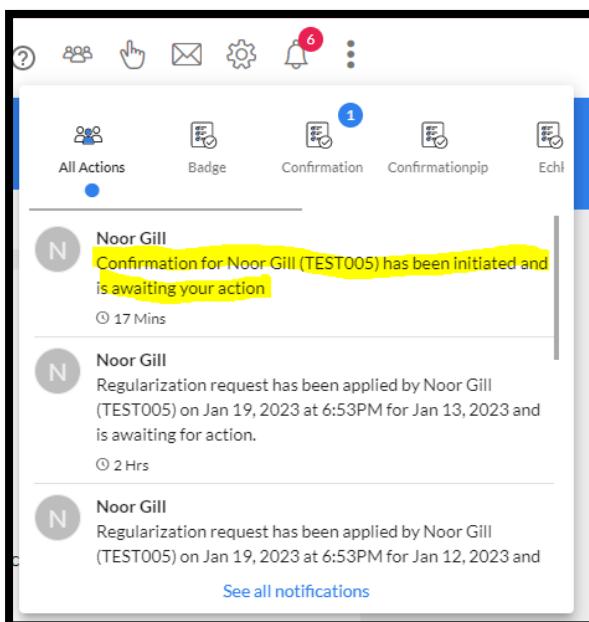


The screenshot shows a table with the following data:

| Employee Code / Name | Date of Joining | Date of Confirmation | Manager Code / Name | Action |
|----------------------|-----------------|----------------------|---------------------|--------------------------------|
| TEST005 Noor Gill | 15-Jun-2022 | 29-Jan-2023 | STE/0158 Jovie | Download Excel |

Below the table, there are pagination controls: 'records per page' dropdown set to 50, 'Previous' and 'Next' buttons, and a 'Go to Page' input field set to 1.

Approver will get the notification regarding the probation confirmation.



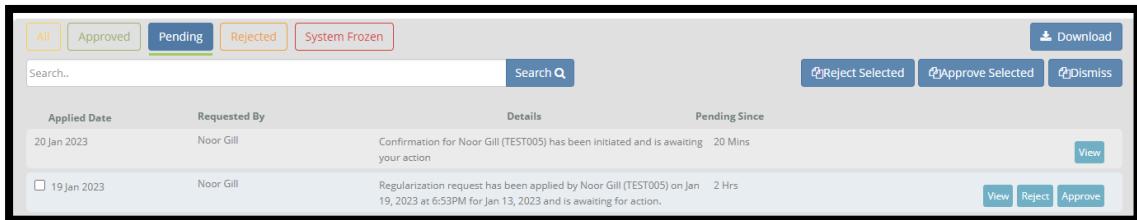
The notifications are:

- Noor Gill: Confirmation for Noor Gill (TEST005) has been initiated and is awaiting your action. (17 Mins ago)
- Noor Gill: Regularization request has been applied by Noor Gill (TEST005) on Jan 19, 2023 at 6:53PM for Jan 13, 2023 and is awaiting for action. (2 Hrs ago)
- Noor Gill: Regularization request has been applied by Noor Gill (TEST005) on Jan 19, 2023 at 6:53PM for Jan 12, 2023 and is awaiting for action. (2 Hrs ago)

[See all notifications](#)

End User Guide for ZingHR

Manager will get notified once the process is initiated. Click on View to Begin the Confirmation Assessment.



| Applied Date | Requested By | Details | Pending Since |
|--------------|--------------|---|---------------|
| 20 Jan 2023 | Noor Gill | Confirmation for Noor Gill (TEST005) has been initiated and is awaiting your action | 20 Mins |
| 19 Jan 2023 | Noor Gill | Regularization request has been applied by Noor Gill (TEST005) on Jan 19, 2023 at 6:53PM for Jan 13, 2023 and is awaiting for action. | 2 Hrs |

Buttons: All, Approved, Pending (highlighted), Rejected, System Frozen, Download, Reject Selected, Approve Selected, Dismiss, View, Reject, Approve.



Confirmation
Employee Name : Noor Gill | Employee Code : TEST005 | Date Of Joining : 15 Jun 2022 | Date Of Confirmation : 29 Jan 2023 | Show Employee Basic Details

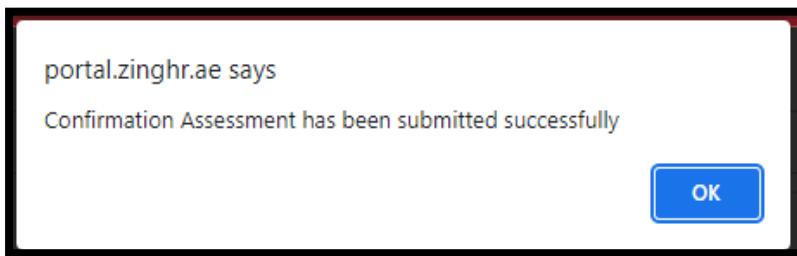
Q 1 : Objectives 1 (Share the Objectives details in answer space and give the update)
Ans: good

Q 2 : Objectives 2 (Share the Objectives details in answer space and give the update)
Ans: great

Q 3 : Development Plan/Training Needs
Ans: skills 1, 2, and 3 planned

Q 4 : Quality and accuracy of work
Ans: Excellent

Q 5 : Efficiency
Ans: Good



Manager will fill the Assessment Form



Remarks :

Save and Next

Manager can edit/update/approve after viewing the assessment form. Then the HR will receive notification, see next slide.

End User Guide for ZingHR

Confirmation

Employee Name : Noor Gil | Employee Code : TEST1005 | Date Of Joining : 25-Jun-2022 | Date Of Confirmation : 29-Jun-2023 | Show Employee Basic Details

Conformation Assessment Confirmation

Date of Joining: 25-Jun-2022 Reporting Manager: Amit Sachdeva/TEST1005 Action*: Confirmation

Actual Date of Confirmation: 29-Jun-2023 Due Date for Confirmation: 29-Jun-2023

Remarks*: Approved for confirmation

Upload attachment: (Total file size allowed: 10MB) File Count: 0

Transaction Details

Attendance View upto last 6 months

Documents Details

Workflow Process for Confirmation Application:

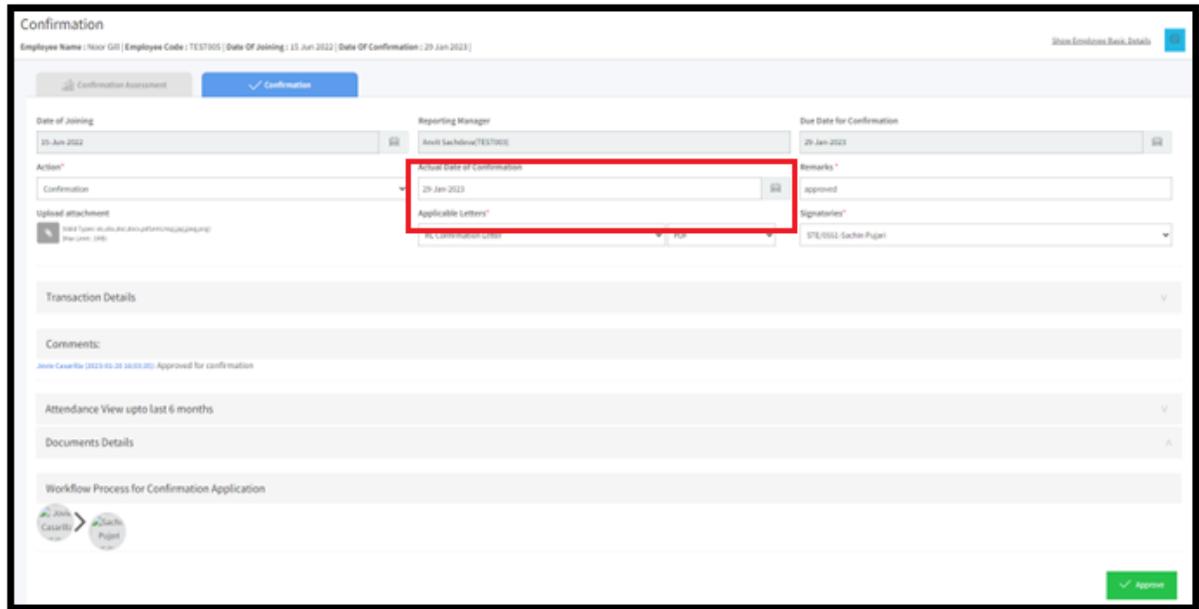
Jobs > Casualty > Submit

Approve



HR can choose the Letter to be Generated and can edit/update/approve after viewing the assessment form.

End User Guide for ZingHR



Confirmation

Employee Name : Noor GII | Employee Code : TEST005 | Date Of Joining : 15-Jun-2022 | Date Of Confirmation : 29-Jan-2023 | Show Employee Bank Details

Confirmation Assessment ✓ **Confirmation**

Date of Joining: 15-Jun-2022 Reporting Manager: Ankit Sachdeva(TEST005) Due Date for Confirmation: 29-Jan-2023

Action*: Confirmation

Upload attachment: (Total file size: 0KB, 0 attachments)

Action Date of Confirmation: 29-Jan-2023 Remarks*: approved

Applicable Letters*: (Select one)

Transaction Details

Comments: Java Casefile (2023-01-28 10:00:00) Approved for confirmation

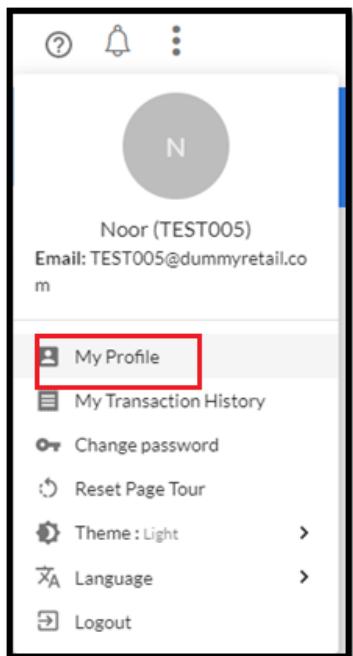
Attendance View upto last 6 months

Documents Details

Workflow Process for Confirmation Application

Approve

The employees will get the Generated Confirmation Letter in "My Profile -> Documents".




Documents

| Type | Name | Description | Uploaded on | Action |
|-------------------|---------------------|---------------------|-------------|--------|
| Official Document | Confirmation Letter | Confirmation Letter | 20-Jan-2023 | |

End User Guide for ZingHR

Transfer Approval

Purpose:

There can be many purposes of transfer such as if an employee moves to a new state, they ask for a transfer to a location near their new home.

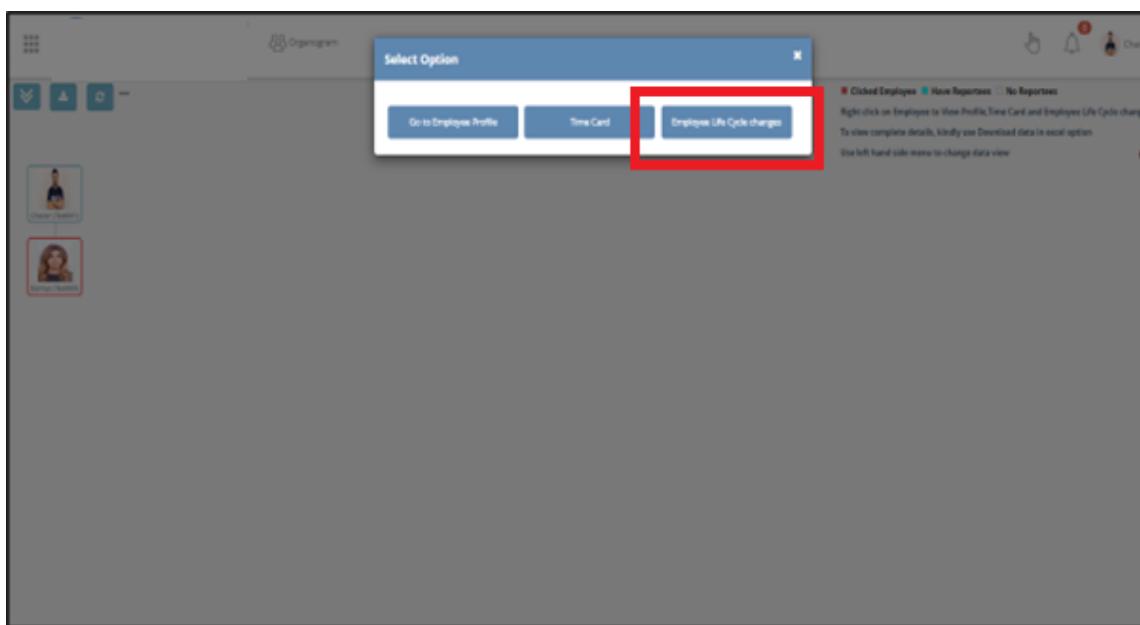
Manager/HR/HOD has the access to initiate the transfer of the employee.

Navigation: Organogram



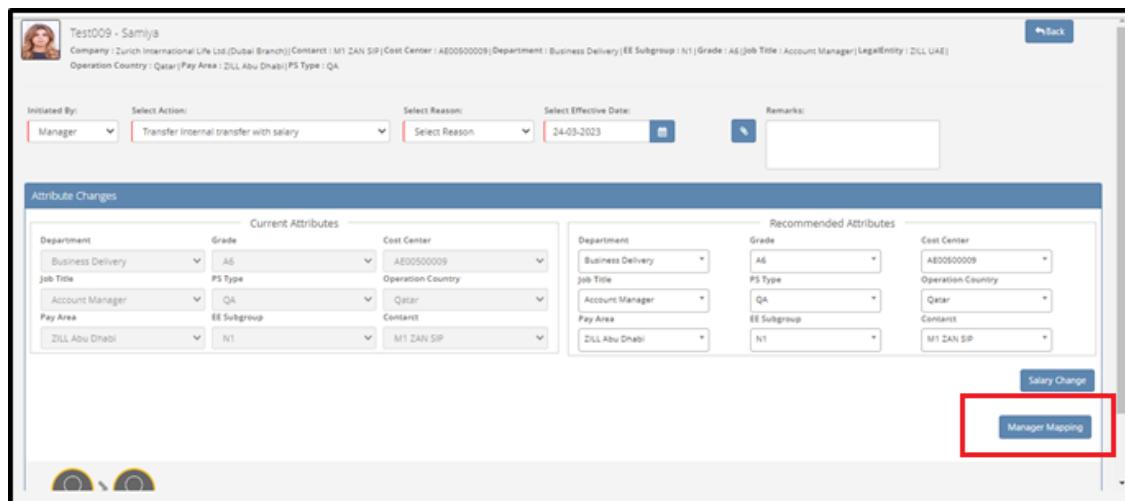
Action by:

Right click on the Employee and then click on Employee Life Cycle change to initiate a transfer or promotion request.



End User Guide for ZingHR

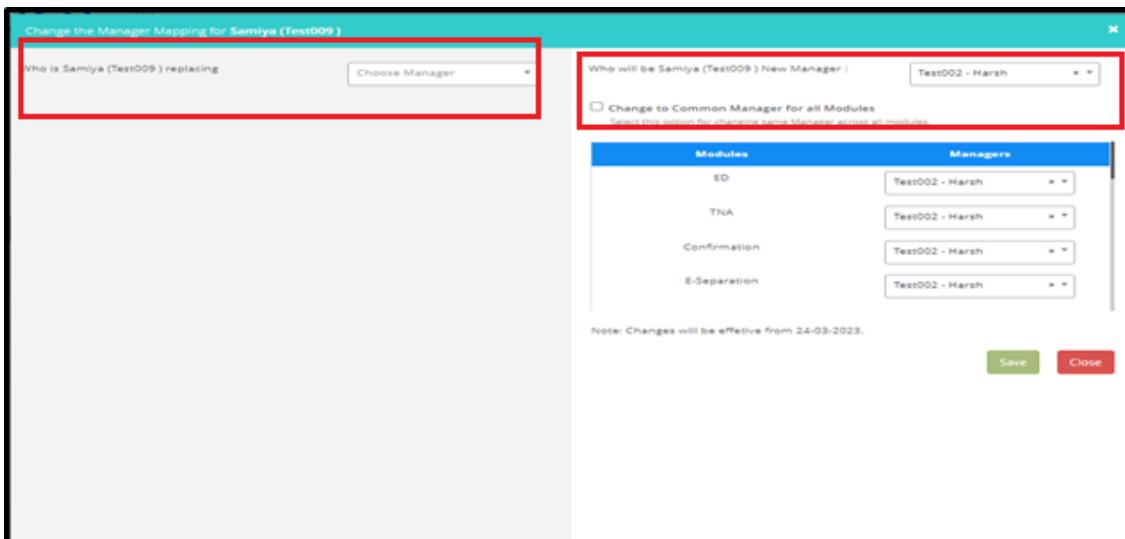
Click on "Manager Change"



The screenshot shows the 'Manager Change' interface for employee Test009 - Samiya. At the top, there are fields for 'Initiated By' (Manager), 'Selected Action' (Transfer Internal transfer with salary), 'Select Reason' (Select Reason), 'Select Effective Date' (24-03-2023), and 'Remarks'. Below this is the 'Attribute Changes' section, which is divided into 'Current Attributes' and 'Recommended Attributes' tables. The 'Manager Mapping' button is located at the bottom right of the 'Attribute Changes' section, highlighted with a red box.

If the employee is going to replace someone after transfer mention the code of the employee

Enter the employee's new manager's code and click on "save."



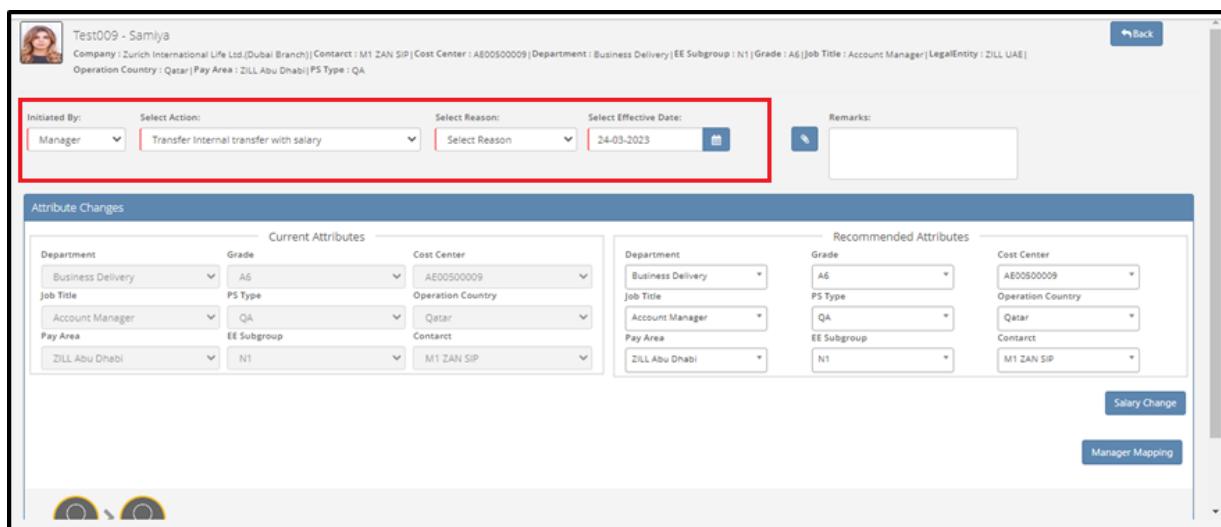
The screenshot shows the 'Change the Manager Mapping for Samiya (Test009)' dialog box. It has two main sections: 'Who is Samiya (Test009) replacing' and 'Who will be Samiya (Test009) New Manager'. Both sections have dropdown menus with 'Choose Manager' options. A checkbox for 'Change to Common Manager for all Modules' is also present. Below these sections is a table titled 'Managers' showing mappings for various modules like ID, TNA, Confirmation, and E-Separation. The 'New Manager' dropdown in the second section is also highlighted with a red box.

End User Guide for ZingHR

Fill in the mandatory details and make the amendments and click on "Salary Change."

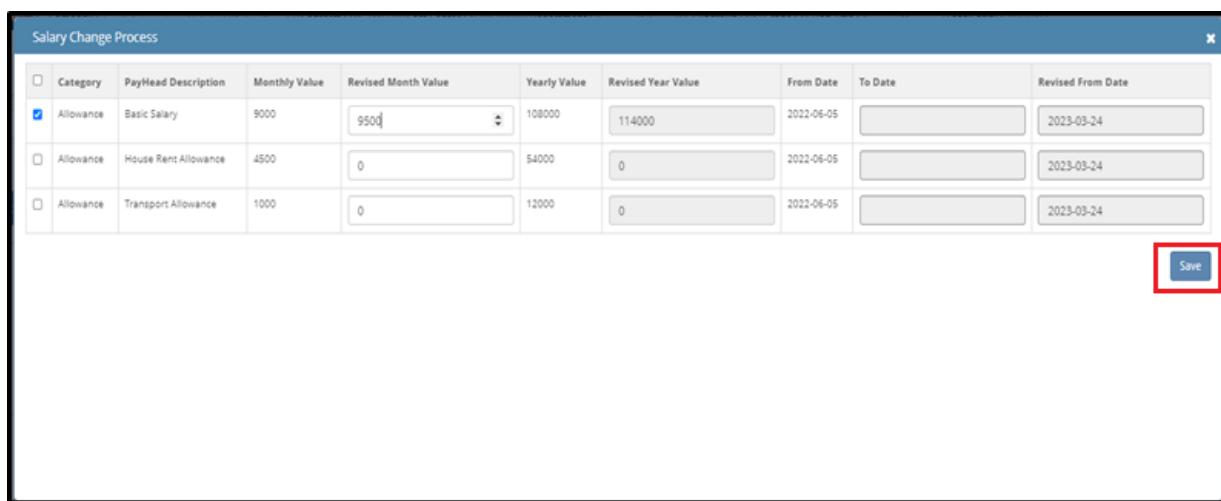
Select the initiated by, action and reason.

Note: Change the required attributes.



The screenshot shows the 'Attribute Changes' section of the salary change initiation form. The 'Current Attributes' table includes fields for Department (Business Delivery), Grade (A6), Cost Center (AE00500009), Job Title (Account Manager), PS Type (QA), Pay Area (Qatar), EE Subgroup (Contacrt), and Contact (ZILL Abu Dhabi). The 'Recommended Attributes' table shows identical values. Below the tables are buttons for 'Salary Change' and 'Manager Mapping'.

Make changes to the salary and click on "Save".



| Category | PayHead Description | Monthly Value | Revised Month Value | Yearly Value | Revised Year Value | From Date | To Date | Revised From Date |
|---|----------------------|---------------|---------------------|--------------|--------------------|------------|---------|-------------------|
| <input checked="" type="checkbox"/> Allowance | Basic Salary | 9000 | 9500 | 108000 | 114000 | 2022-06-05 | | 2023-03-24 |
| <input type="checkbox"/> Allowance | House Rent Allowance | 4500 | 0 | 54000 | 0 | 2022-06-05 | | 2023-03-24 |
| <input type="checkbox"/> Allowance | Transport Allowance | 1000 | 0 | 12000 | 0 | 2022-06-05 | | 2023-03-24 |

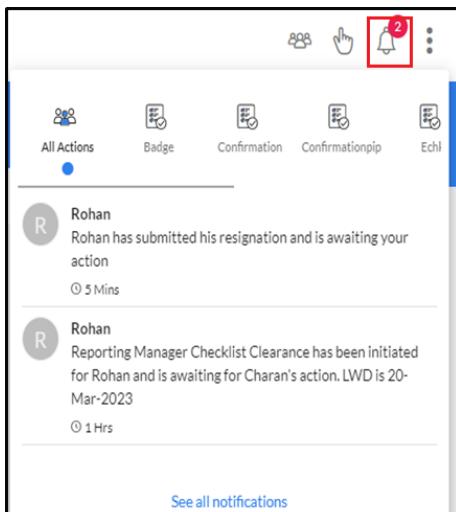
End User Guide for ZingHR

Exit Request approval.

Purpose:

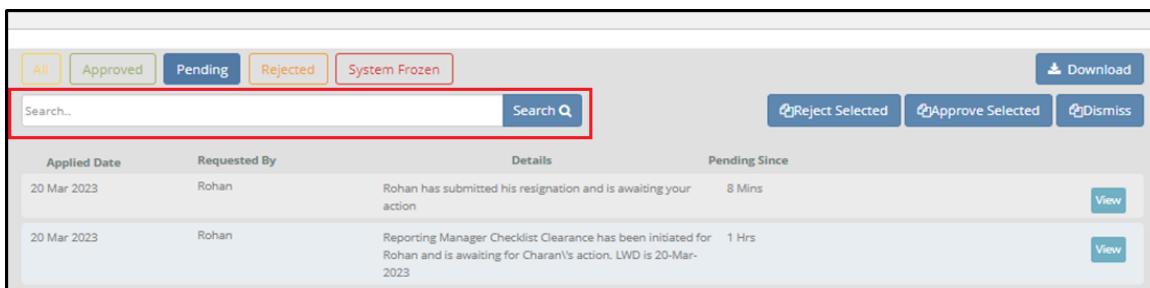
Once the resignation request is initiated by the employee, HR/Manger/HOD can accept the resignation request.

Navigation: Click on the pending actions icon (All the approvers need to accept the resignation letter)



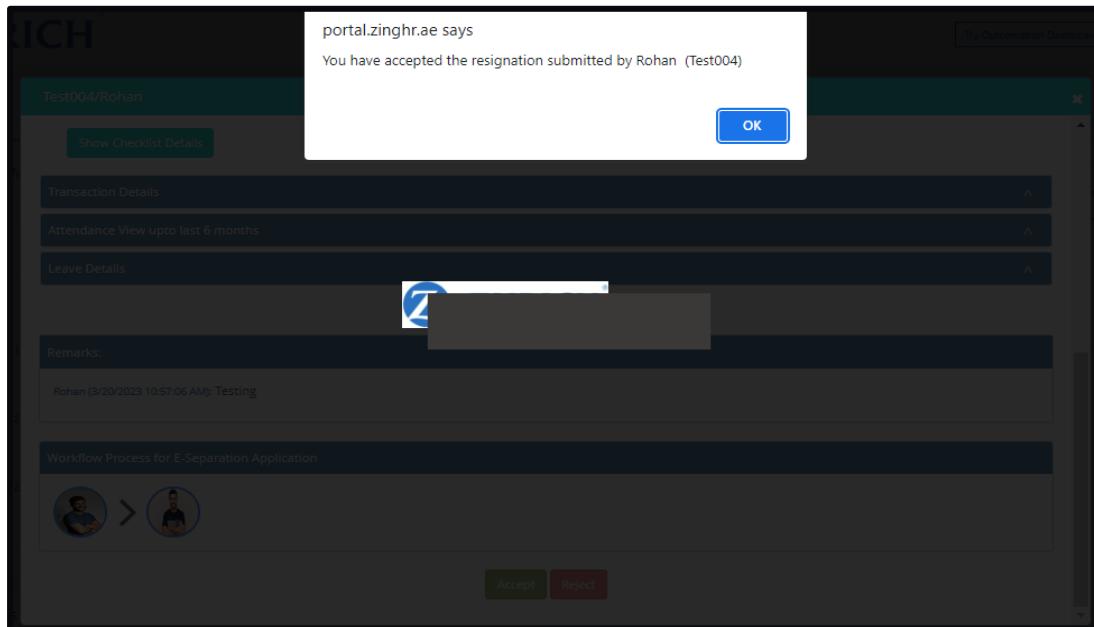
Action by:

See All Notifications and View the Application.

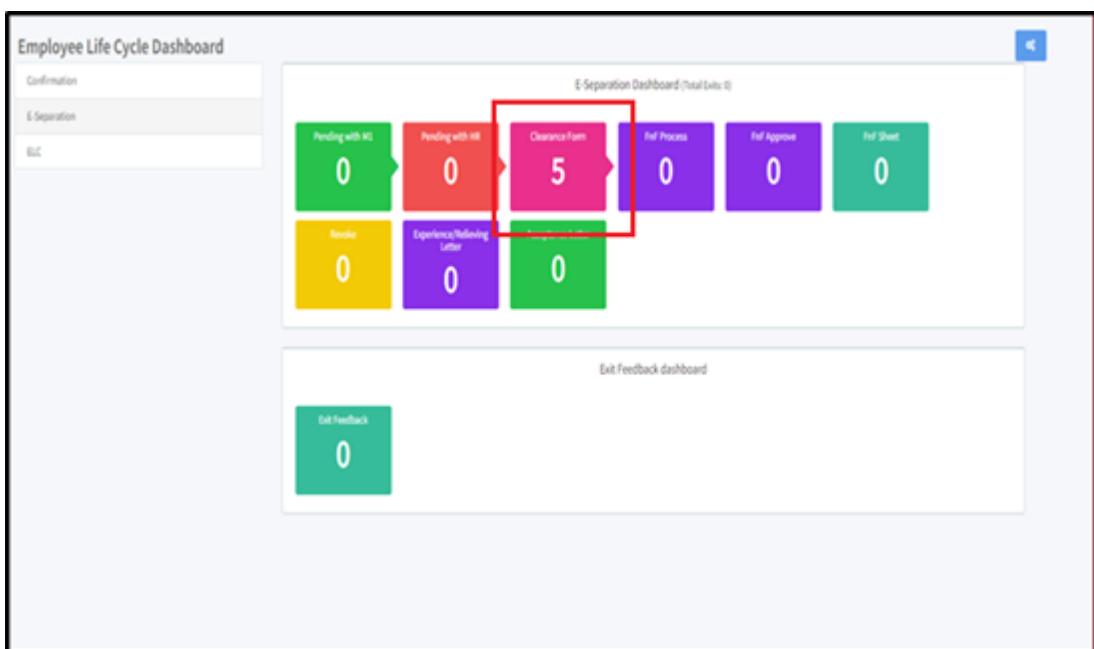


End User Guide for ZingHR

Approve or Reject the Application after reviewing/updating any records.



The HR can check the Status of Clearance Form and Overall Application process from ELC Dashboard -> E-Separation



End User Guide for ZingHR

HR can view the pending status of clearance forms along with an option to send reminders to the process owners.

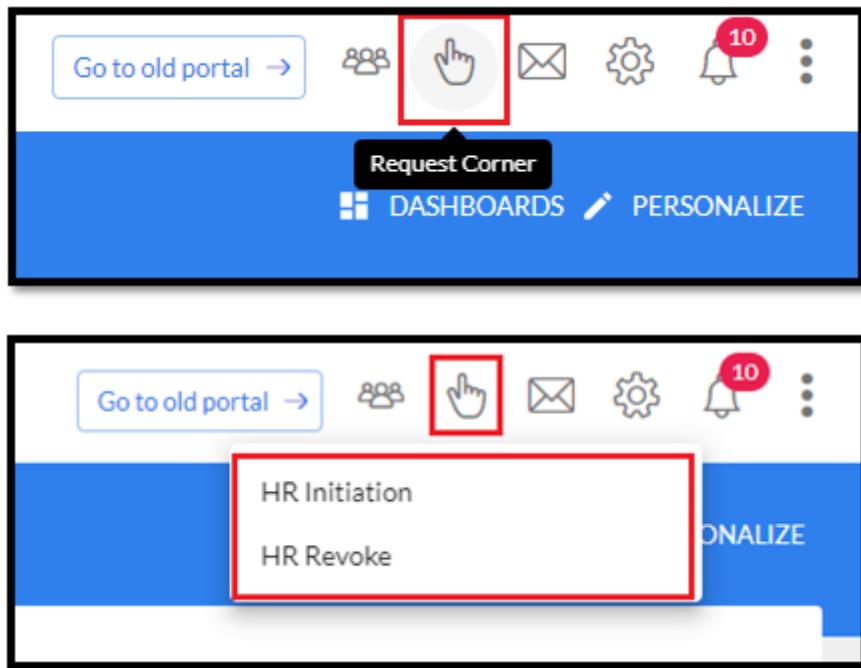
| E-Separation | | | | | | |
|--|------------------|----------------------------|---------------------|----------------|-----------------------------|--------------------------------|
| Pending with ME | Pending with HR | Clearance Form | Int Process | Int Approval | Int Sheet | Experience/Relieving Letter |
| Search by Employee code with ; separated | | | | | | Search |
| Employee Code/Name | Date of Joining | Date of Confirmation | Date Of Resignation | Relieving Date | Manager Code/Name | Download Excel |
| Test004 Rohan | 05-Jun-2022 | 05-Dec-2022 | 20-Mar-2023 | 20-Mar-2023 | 70084378 Tersilin Philip | Send Reminder |
| Test004 Rohan | 05-Jun-2022 | 05-Dec-2022 | 20-Mar-2023 | 20-Mar-2023 | 70087781 Satyawathi Suvarna | Send Reminder |
| Test004 Rohan | 05-Jun-2022 | 05-Dec-2022 | 20-Mar-2023 | 20-Mar-2023 | 70203137 Ali AbdelMawla | Send Reminder |
| Test004 Rohan | 05-Jun-2022 | 05-Dec-2022 | 20-Mar-2023 | 20-Mar-2023 | 70282672 Deyala Kashfat | Send Reminder |
| 50 | records per page | Previous Go to Page 1 Next | | | | |

| Show Employee Basic Details | | | | | | |
|-----------------------------|-------------------------------------|---|--------|-------------------|---------------------------------------|--|
| Checklist Category | Checklist Details | | | | | |
| Office Administration | Checklist Item | Action | Amount | Remarks | Upload | |
| | Handover all access cards: | <input checked="" type="radio"/> Clear <input type="radio"/> Pending <input type="radio"/> Recovery <input type="radio"/> Payable | 0 | | <input type="button" value="Upload"/> | |
| | Office Access | | | | | |
| | Data Tape Archived | <input type="radio"/> Clear <input type="radio"/> Pending <input checked="" type="radio"/> Recovery <input type="radio"/> Payable | 2000 | Recovery Amount | <input type="button" value="Upload"/> | |
| | Document Archived | <input checked="" type="radio"/> Clear <input type="radio"/> Pending <input type="radio"/> Recovery <input type="radio"/> Payable | 0 | | <input type="button" value="Upload"/> | |
| | 800 Storage and Marketing Materials | <input type="radio"/> Clear <input type="radio"/> Pending <input type="radio"/> Recovery <input checked="" type="radio"/> Payable | 1500 | Allowance payment | <input type="button" value="Upload"/> | |
| | American Express Card | <input checked="" type="radio"/> Clear <input type="radio"/> Pending <input type="radio"/> Recovery <input type="radio"/> Payable | 0 | | <input type="button" value="Upload"/> | |
| | Handover parking card, if any | <input checked="" type="radio"/> Clear <input type="radio"/> Pending <input type="radio"/> Recovery <input type="radio"/> Payable | 0 | | <input type="button" value="Upload"/> | |
| | Handover keys | <input type="radio"/> Clear <input type="radio"/> Pending <input checked="" type="radio"/> Recovery <input type="radio"/> Payable | 150 | Deduction Amount | <input type="button" value="Upload"/> | |
| | Pedestal Keys | <input checked="" type="radio"/> Clear <input type="radio"/> Pending <input type="radio"/> Recovery <input type="radio"/> Payable | 0 | | <input type="button" value="Upload"/> | |

End User Guide for ZingHR

HR/Manager Resignation Invoke

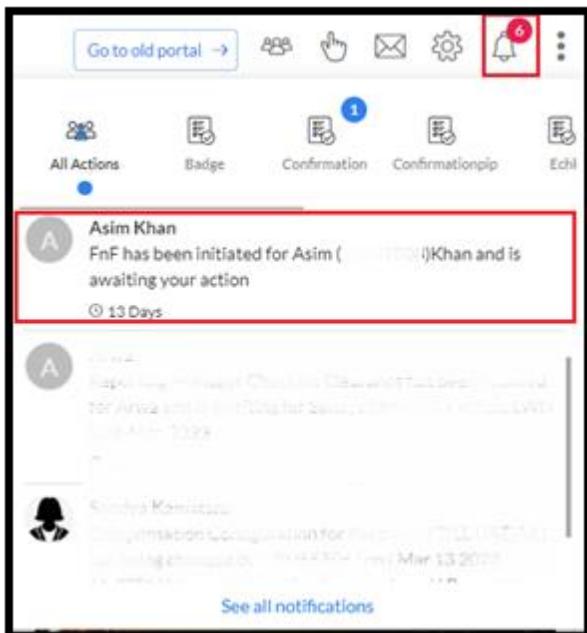
The HR/Manager can invoke resignation process on behalf of an employee using the request corner icon as highlighted below.



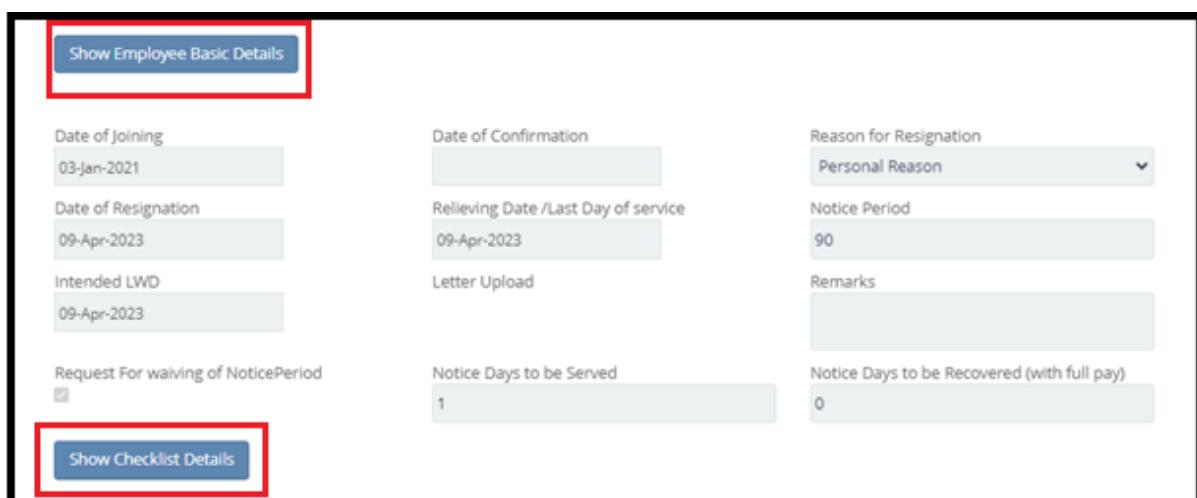
FnF Process

Once the checklist is cleared by the respective process owners, the notification for the FnF initiation will be triggered to the FnF Process owner to take the appropriate action.

End User Guide for ZingHR



To submit the FnF Process form, the process owner can validate all the details such as employee basic details and checklist details.



The screenshot shows the 'Employee Basic Details' form. A red box highlights the 'Show Employee Basic Details' button at the top left. The form contains several input fields: 'Date of Joining' (03-Jan-2021), 'Date of Confirmation' (empty), 'Reason for Resignation' (Personal Reason dropdown), 'Date of Resignation' (09-Apr-2023), 'Relieving Date /Last Day of service' (09-Apr-2023), 'Notice Period' (90), 'Intended LWD' (09-Apr-2023), 'Letter Upload' (empty), 'Remarks' (empty), 'Request For waiving of NoticePeriod' (checkbox checked), 'Notice Days to be Served' (1), and 'Notice Days to be Recovered (with full pay)' (0). A red box highlights the 'Show Checklist Details' button at the bottom left.

Attendance view up to last 6months



The screenshot shows a report titled 'Attendance View upto last 6 months'. A red box highlights the title. The report has a header 'Status' and two entries: 'P' and 'A'.

End User Guide for ZingHR

If any Arrear days to be paid or recovered can be added through FnF process.

| Arrear Days Details | | | | |
|---------------------|--------------|---------------|--------------------------|---------------|
| Arrear Year | Arrear Month | Days in Month | Days Payable/Recoverable | |
| --Select-- | --Select-- | 0 | 0 | |
| Add Data | | | | |
| Arrear Year | Arrear Month | Days in Month | Days Payable/Recoverable | Delete |
| 2023-2024 | APRIL | 30 | 30 | Delete |

Leave Encashment days as per individual leave types can be defined in the same form.

| Leave Encashment | | | | |
|------------------|------------------------|------------------------|--|---------------|
| Leave Type | Actual Encashment Days | Encashment Days | | |
| --Select-- | 0 | 0 | | |
| Add Data | | | | |
| Leave Type | Encashment Days | Actual Encashment Days | | Delete |
| Annual Leave | 6.86 | 6.86 | | Delete |

Any variables allowances/deductions can be added at this stage.

End User Guide for ZingHR

Allowance/Deduction Details

| | |
|----------------------|--|
| Select Payhead Type: | <input checked="" type="radio"/> Allowance <input type="radio"/> Deduction |
| Select Payhead: | --Select-- |
| Payhead Amount: | 0 |
| Fin Year: | --Select-- |
| Fin Month: | --Select-- |
| Remark: | |

| PayHead Type | PayHead | PayHead Amount | Year | Month | Remarks | Delete |
|--------------|------------|----------------|-----------|-------|---------|---|
| Allowance | REFUNDZIPP | 2400.00 | 2023-2024 | MAY | | <input style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; background-color: #f0f0f0; color: #005a9c; font-weight: bold;" type="button" value="Delete"/> |

Once the FnF Process form is submitted it will go for the approval and after the approval FnF sheet can be generated.

| PayHead Type | PayHead | PayHead Amount | Year | Month | Remarks | Delete |
|--------------|------------|----------------|-----------|-------|---------|---|
| Allowance | REFUNDZIPP | 2000.00 | 2023-2024 | MAY | | <input style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; background-color: #f0f0f0; color: #005a9c; font-weight: bold;" type="button" value="Delete"/> |

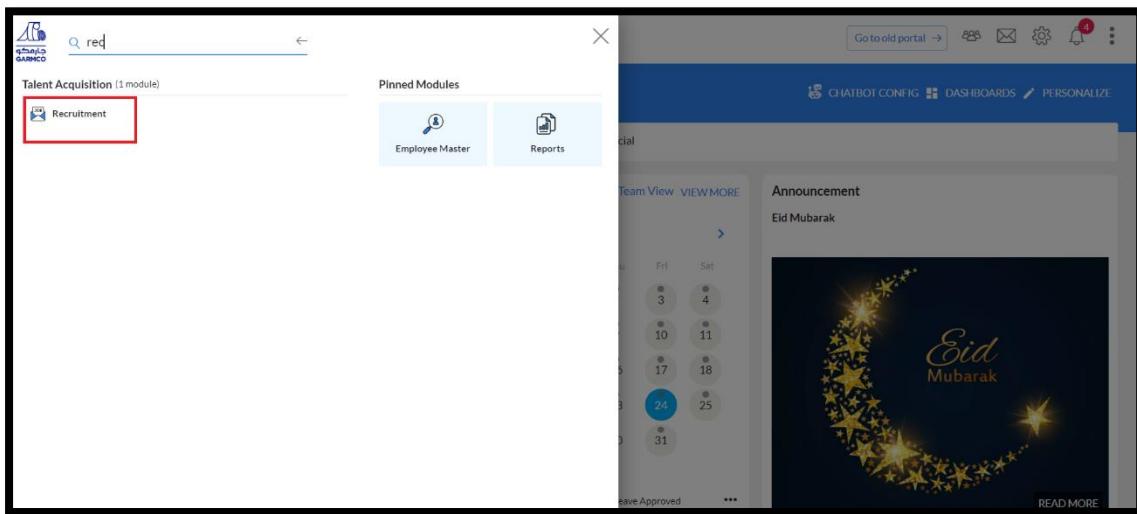
NOTE: Further process such as FnF statement and EOS statement will be processed through FnF Process screen.

End User Guide for ZingHR Recruitment

Purpose:

The purpose of Recruitment is to process or examining a vacant position in the organisation and attracting the potential candidates to apply for the same, within an appropriate time and at a desirable cost.

Navigation: 9 box matrix -> Recruitment



Action By:

Click on Recruitment Menu and you will get the below dashboard.

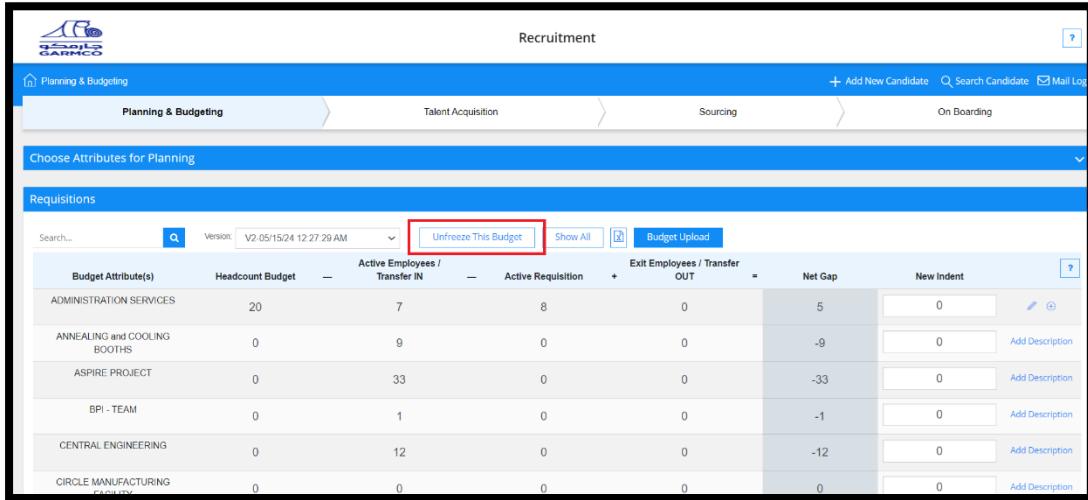
There are major 4 steps as mention below.

- Planning and Budgeting
- Talent Acquisition
- Sourcing
- On Boarding

1. Planning and Budgeting.

Once you go on the dashboard you will get the planning and budgeting option. You will get the below window when you click on Planning and Budgeting.

End User Guide for ZingHR

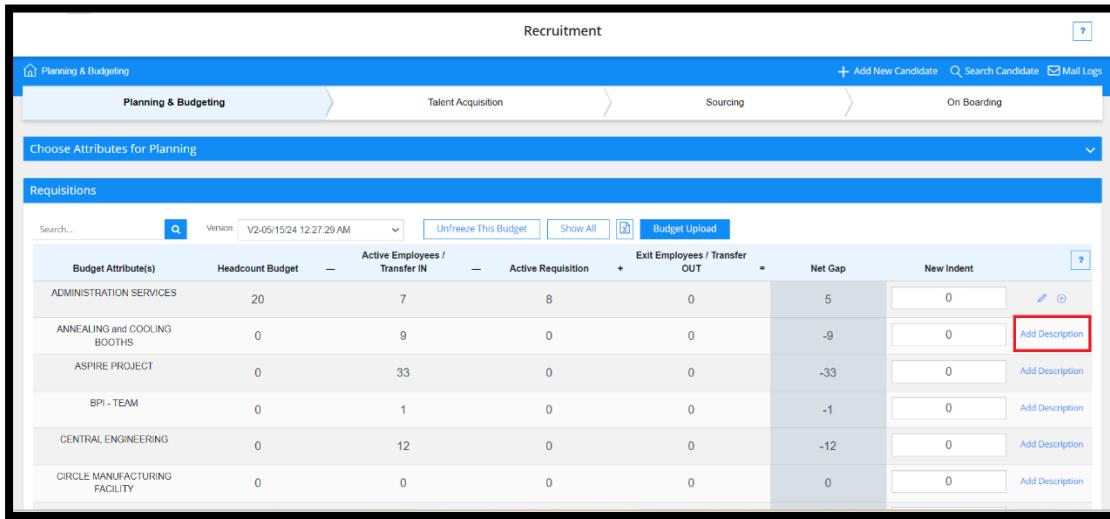


The screenshot shows the ZingHR interface for Planning & Budgeting. The top navigation bar includes 'Recruitment', '+ Add New Candidate', 'Search Candidate', and 'Mail Log'. Below this is a breadcrumb navigation: 'Planning & Budgeting' → 'Talent Acquisition' → 'Sourcing' → 'On Boarding'. A dropdown menu 'Choose Attributes for Planning' is open. The main section is titled 'Requisitions' and contains a table with columns: 'Budget Attribute(s)', 'Headcount Budget', 'Active Employees / Transfer IN', 'Active Requisition', 'Exit Employees / Transfer OUT', 'Net Gap', and 'New Indent'. At the top of the table is a toolbar with 'Unfreeze This Budget' (highlighted with a red box), 'Show All', and 'Budget Upload' buttons. The table data is as follows:

| Budget Attribute(s) | Headcount Budget | Active Employees / Transfer IN | Active Requisition | Exit Employees / Transfer OUT | Net Gap | New Indent |
|-------------------------------|------------------|--------------------------------|--------------------|-------------------------------|---------|------------|
| ADMINISTRATION SERVICES | 20 | 7 | 8 | 0 | 5 | 0 |
| ANNEALING and COOLING BOOTHs | 0 | 9 | 0 | 0 | -9 | 0 |
| ASPIRE PROJECT | 0 | 33 | 0 | 0 | -33 | 0 |
| BPI - TEAM | 0 | 1 | 0 | 0 | -1 | 0 |
| CENTRAL ENGINEERING | 0 | 12 | 0 | 0 | -12 | 0 |
| CIRCLE MANUFACTURING FACILITY | 0 | 0 | 0 | 0 | 0 | 0 |

In Planning and Budgeting, you can create the Budget for the number of people shall be there in each Cost centre by clicking on “Unfreeze Budget” and you can Freeze it afterwards. Also, you can upload the Budget through “Bulk Upload”.

Then click on Add Description in the right side to add the job details you required for that particular cost centre such as Job Description, Employee type, Budget, Skills and Qualities.



This screenshot is identical to the one above, showing the ZingHR Planning & Budgeting module. The 'Add Description' link next to the 'ANNEALING and COOLING BOOTHs' row is highlighted with a red box.

You can add the Position properties, and the attribute details as shown in the picture below and click on “Refresh”

End User Guide for ZingHR

Add / Edit Position Description For ANNEALING and COOLING BOOTHS

Position Properties

| | | | |
|-----------------|-------------------|---------------------------------|--------------|
| Employment Type | Mode | Average CTC Budget | Intended DOJ |
| Full Time | Full Time | 0 | 24/05/2024 |
| Position Type | Interview Process | Pre-Assessment | |
| New | Parallel | <input type="checkbox"/> Yes/No | |

New Indent
0

Attribute for Walk-ins

Choose Attributes for Planning

Note: These attributes on which template configuration is done will be mandatory for creating the job description or requisition.

| | | | |
|----------------|------------------------------|----------------------|-----------------------|
| Company | Cost Center | Country | Education Code |
| Garmco | ANNEALING and COOLING BOOTHS | Kingdom of Bahrain | College Undergraduate |
| Employee Class | Ethnicity | Job Title | Pay Grade |
| EASTERN | Expat | ACCOUNTS COORDINATOR | 12 |

*Impact of the Min & Max Configuration from Comp & Benefits and Job Title to be Auto Populated will be applicable on click of Refresh Button.

Refresh

Then add the Job description and Save it.

Position Description

| | | | |
|---------------|----------------------|--|--------|
| Job Title | ACCOUNTS COORDINATOR | | |
| Qualification | Stream | Specialization | Action |
| Others | Diploma | <input type="button" value="Edit"/> <input type="button" value="X"/> | |

Enter Position Description

Collaborate with other writers to document the company's suite of apps and e-commerce products
Write for multiple types of readers including nontechnical end users, programmers, system administrators, and integrators

Compensation and Benefits

Msg: Values you see are basis what has been set in the C & B configurator.

| | |
|---|--|
| <input type="radio"/> Yearly Salary Range (in Lakh) Lakh1 - Lakh50 | <input type="radio"/> Monthly Salary Range (in ₹) ₹ 0 - ₹ 100 |
| <input type="radio"/> Weekly Salary ₹ 0 - ₹ 5000 | <input type="radio"/> Daily Salary ₹ 0 - ₹ 1000 |
| <input type="radio"/> Hourly Salary ₹ 0 - ₹ 125 | <input type="radio"/> Per Unit Salary ₹ 0 - ₹ 100 |

Note: If the "Asset" checkbox is selected, it is mandatory to select assets. If not selected, you can continue to save without selecting any assets.

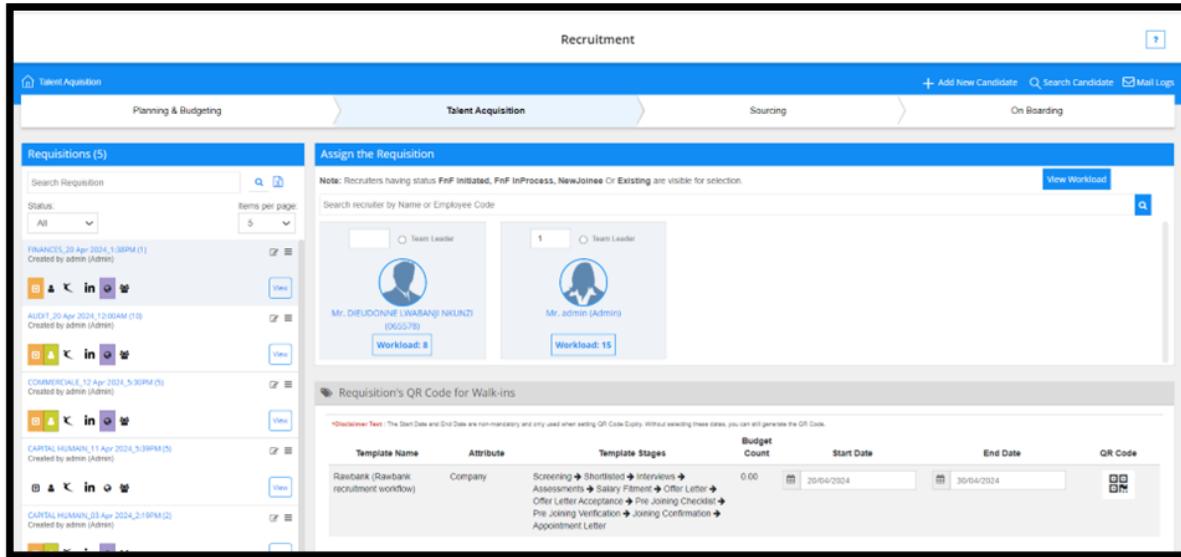
Check Assets/Prerequisites

Total Work Experience [years] Relevant Experience [years]

2. Talent Acquisition :

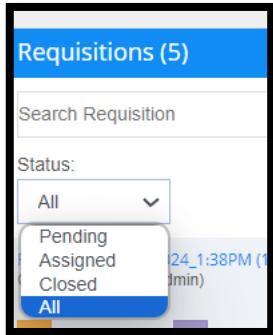
After click on Talent Acquisition you will get below window.

End User Guide for ZingHR



The screenshot shows the ZingHR Recruitment interface. On the left, under 'Requisitions (5)', there is a list of five requisitions with their details and status. In the center, the 'Assign the Requisition' section displays two recruiter profiles: 'Mr. DIEUDONNE LWABANG NKUNZI' (Workload: 8) and 'Mr. admin (Admin)' (Workload: 15). On the right, there is a section for generating a QR code for walk-ins.

In the left side you will get the Requisitions option in that you can see the requisition that you have raised .

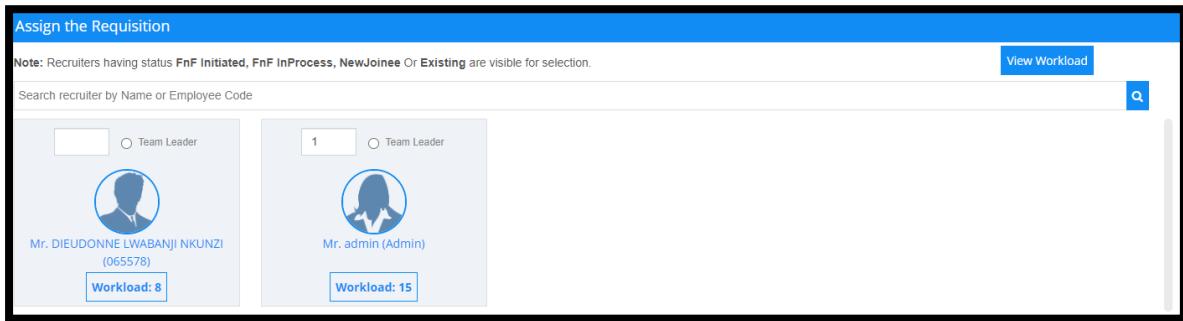


This screenshot shows the 'Requisitions (5)' section. A dropdown menu for 'Status' is open, showing options: All, Pending, Assigned, Closed, and All. The 'Pending' option is currently selected.

Also, you can see the pending and assigned status of the requisitions please check the above images.

And Right side you can see the list of recruiters.

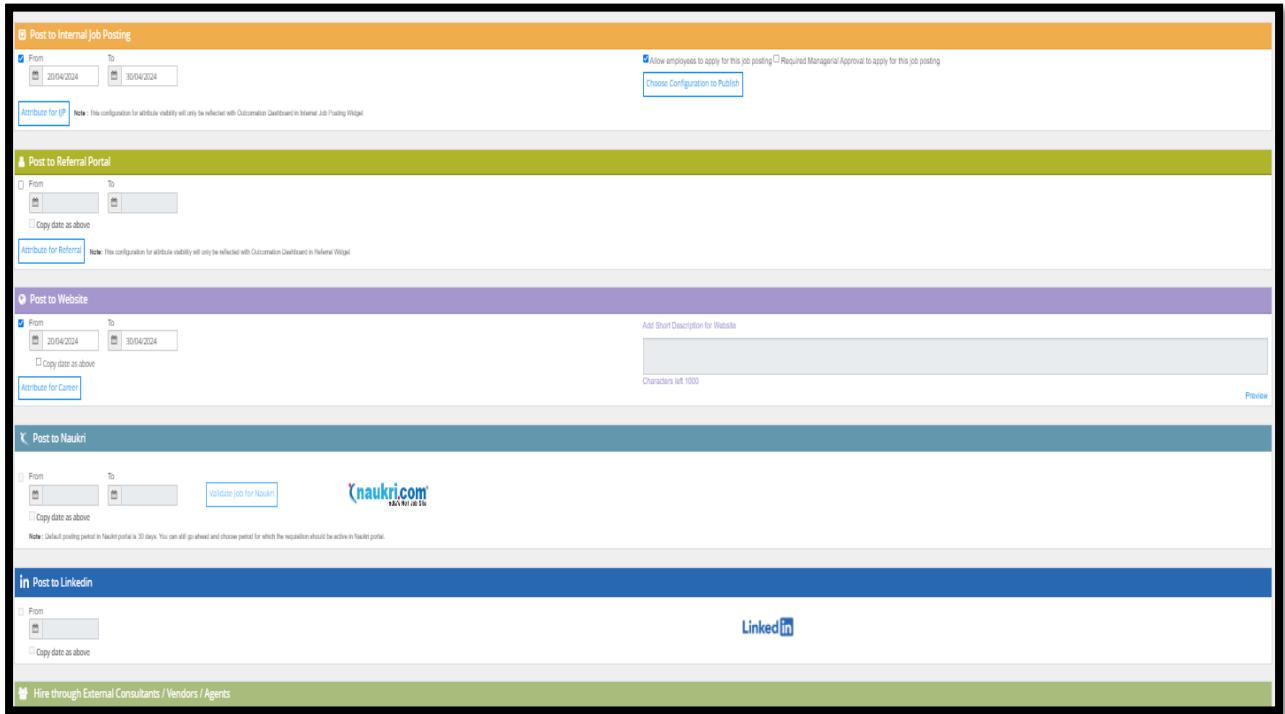
End User Guide for ZingHR



The screenshot shows the 'Assign the Requisition' screen. At the top, a note says: 'Note: Recruiters having status FnF Initiated, FnF InProcess, NewJoinee Or Existing are visible for selection.' There is a 'View Workload' button and a search bar. Below the search bar are two recruiter profiles:

- Mr. DIEUDONNE LWABANJI NKUNZI (065578)**: Workload: 8
- Mr. admin (Admin)**: Workload: 15

After assigning the requisition you have to select the how you manage this requisition. For that you have different options as see below.



The screenshot shows five management options for a requisition:

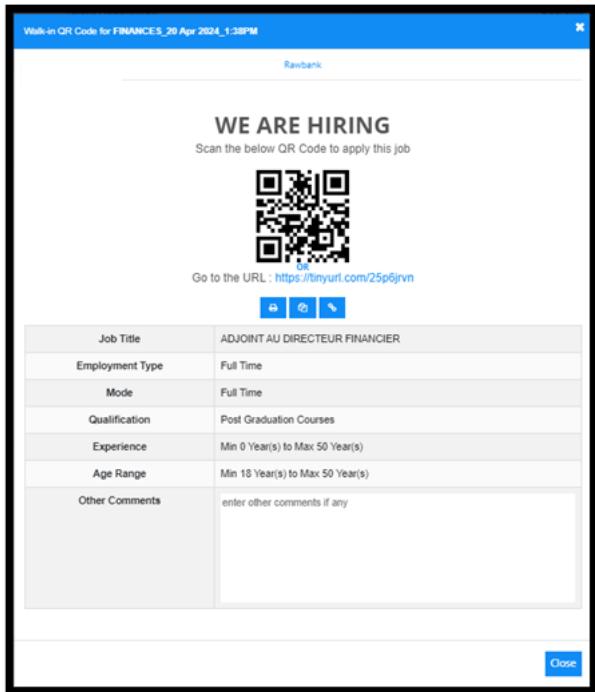
- Post to Internal Job Posting**: From: 20/04/2024 To: 30/04/2024. Options: Allow employees to apply for this job posting, Required Managerial Approval to apply for this job posting. Note: This configuration for attribute visibility will only be reflected with Customization Dashboard in Internal Job Posting Widget.
- Post to Referral Portal**: From: To: Copy date as above. Note: This configuration for attribute visibility will only be reflected with Customization Dashboard in Referral Widget.
- Post to Website**: From: 20/04/2024 To: 30/04/2024. Add Short Description for Website. Note: This configuration for attribute visibility will only be reflected with Customization Dashboard in Website Widget.
- Post to Naukri**: From: To: Validate job for Naukri. Note: Default posting period in Naukri portal is 30 days. You can still go ahead and choose period for which the requisition should be active in Naukri portal.
- In Post to LinkedIn**: From: To: LinkedIn logo.

One more new addition to post the Requisition is by generating QR CODE.

To generate QR CODE – Please find the below process.

End User Guide for ZingHR

1. Once a requisition is in place – From talent acquisition QR code can be generated against the requisition.
2. List of active requisitions are visible and QR code would be generated on click of the icon.
3. A QR Code along with a bitly link will be available to the recruiter – which they can share from various sources as required.



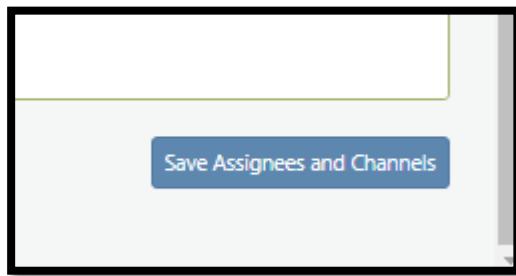
End User Guide for ZingHR

For internal job posting and referral job posting , We have two widgets that will display on the dashboards that you can see below.

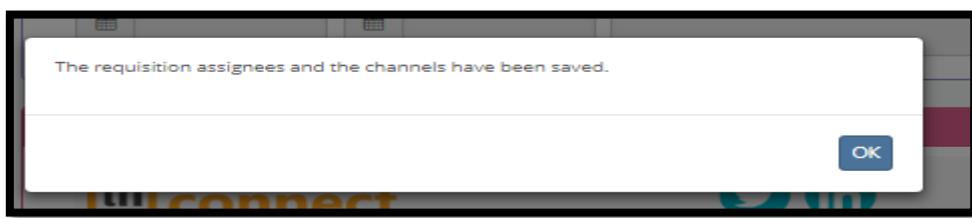


Other than this we have other options Post to website and social connect for that we have separate integration and it will include the costing.

After successfully assigning the requisition at the end of the left side of the page you will get the **save assignees and Channels** tab.



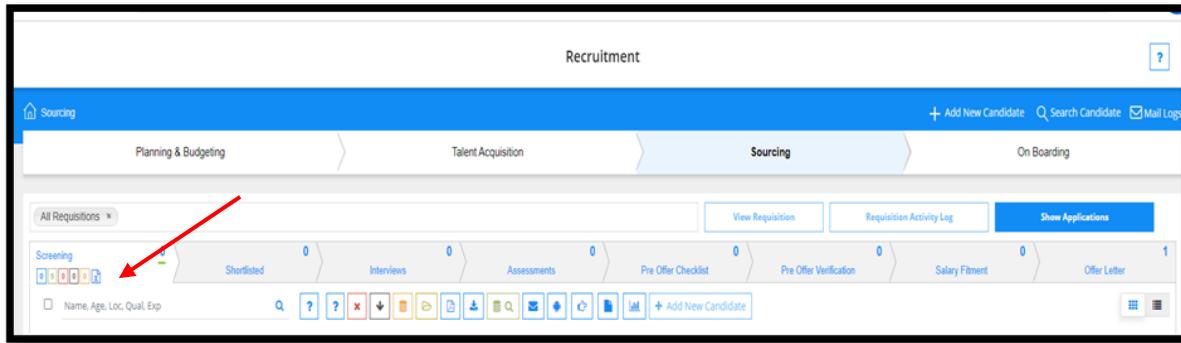
After click on this you will get the below pop pup. After this Talent acquisition process is end.



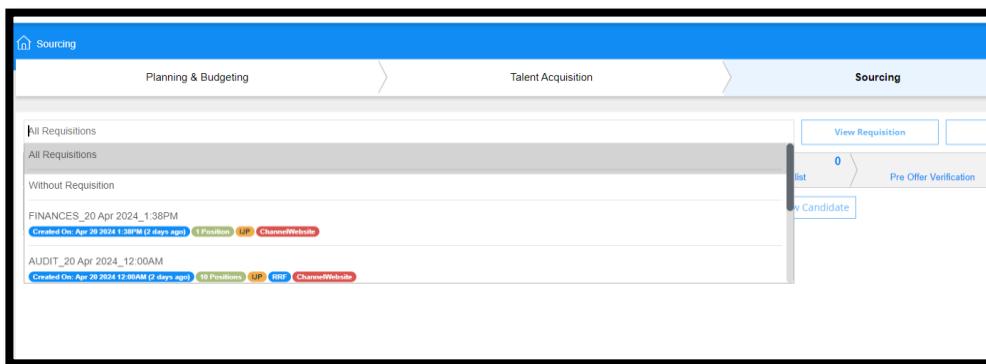
End User Guide for ZingHR

3rd Step is Sourcing :

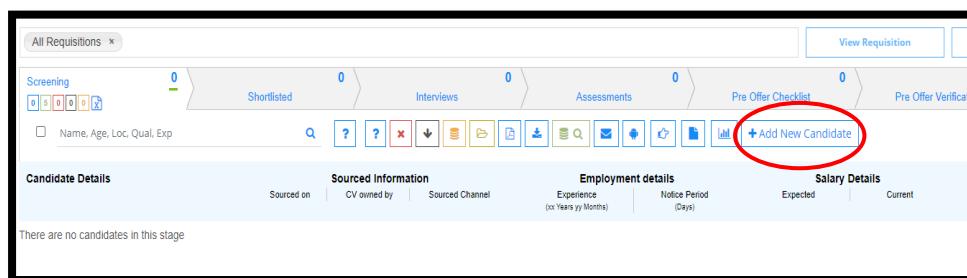
After click on Sourcing, you will get the below window.



Firstly, you have to select the requisition that you have raised and click on view. Please see the below image.

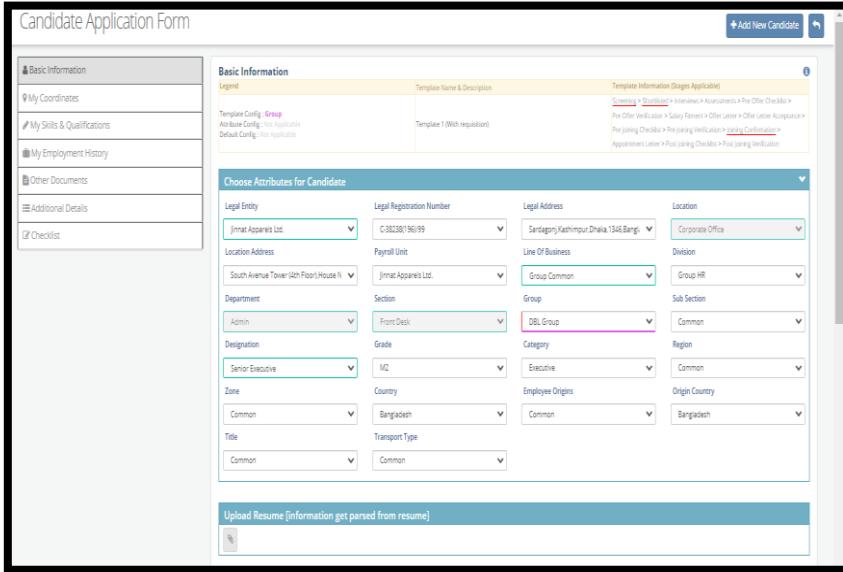


After selecting the requisition combination need to add the candidate or applicant for that we need to click on Add New Application. Please the below image.



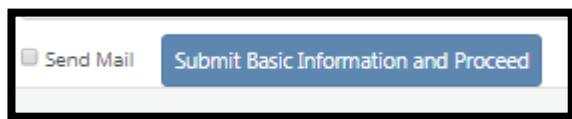
After click on Add New Application, you will display the candidate application form. You need to fill that form.

End User Guide for ZingHR



The screenshot shows the 'Candidate Application Form' interface. On the left, there's a sidebar with sections: Basic Information, My Coordinates, My Skills & Qualifications, My Employment History, Other Documents, Additional Details, and Checklist. The main area is titled 'Basic Information' and includes fields for Legal Entity (Jinrat Apparel Ltd), Legal Registration Number (C-3823B/190/99), Legal Address (Sardapn/Kalmipur,Dhaka,1346,Bangladesh), Location (Corporate Office), and other dropdowns for Payroll Unit, Line Of Business, Group (Group Common), Division (Group HR), Sub Section (Common), Region (Common), and Origin Country (Bangladesh). Below this is a 'Choose Attributes for Candidate' section with fields for Department (Admin), Section (Front Desk), Grade (M2), Group (DBL Group), Category (Executive), Employee Origins (Common), and Transport Type (Common). At the bottom, there's a 'Upload Resume [Information get parsed from resume]' section with a file input field.

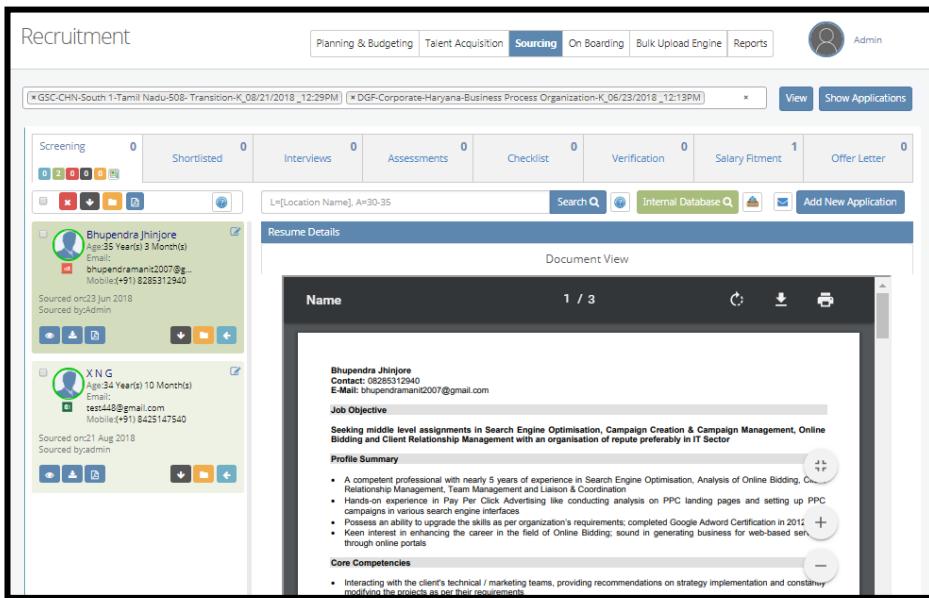
After successfully form filling click on submit button as you see below. Like wise you can fill and save the other candidate information.



Once you submit the application then you need to select the requisition combination and after that click on show applications.

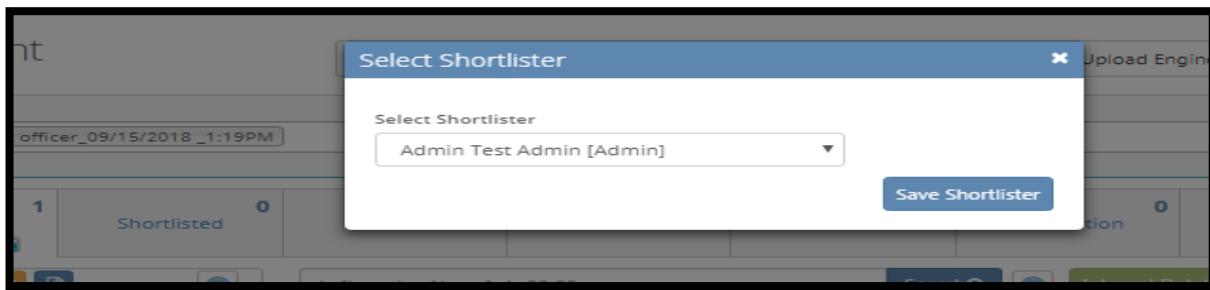
Once you click on show applications candidate start reflecting in Screening stage as you show below image.

End User Guide for ZingHR



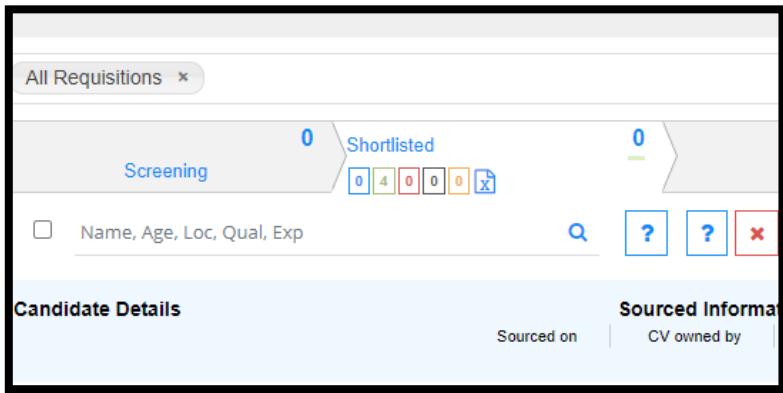
The screenshot shows the ZingHR Recruitment interface. At the top, there are tabs for Planning & Budgeting, Talent Acquisition, Sourcing (which is selected), On Boarding, Bulk Upload Engine, and Reports. A user icon labeled 'Admin' is in the top right. Below the tabs, a navigation bar includes links for Screening, Shortlisted, Interviews, Assessments, Checklist, Verification, Salary Fitment, and Offer Letter, each with a count of 0 or 1. There are also buttons for View, Show Applications, and various search functions. The main content area displays two resumes. The first resume is for 'Bhupendra Jhinjore' (Age: 35, Experience: 3 Months) with contact info: Email: bhupendramani2007@gmail.com, Mobile: +91 8285312940. It was sourced on 23 Jun 2018 by admin. The second resume is for 'XNG' (Age: 34, Experience: 10 Months) with contact info: Email: test448@gmail.com, Mobile: +91 8425147540. It was sourced on 21 Aug 2018 by admin. Both resumes have green forward arrows indicating they can be shortlisted.

We can proceed by forwarding the candidate to next step of short listing by clicking on Green Arrow. After click on forward tab you will get the below window, then select the shortlister and click on save.



The screenshot shows a 'Select Shortlister' dialog box over a background of the ZingHR interface. The dialog has a title 'Select Shortlister' and a dropdown menu showing 'Admin Test Admin [Admin]'. A 'Save Shortlister' button is at the bottom right. The background shows a grid with columns for Name, Status, and Actions, with one row highlighted in blue.

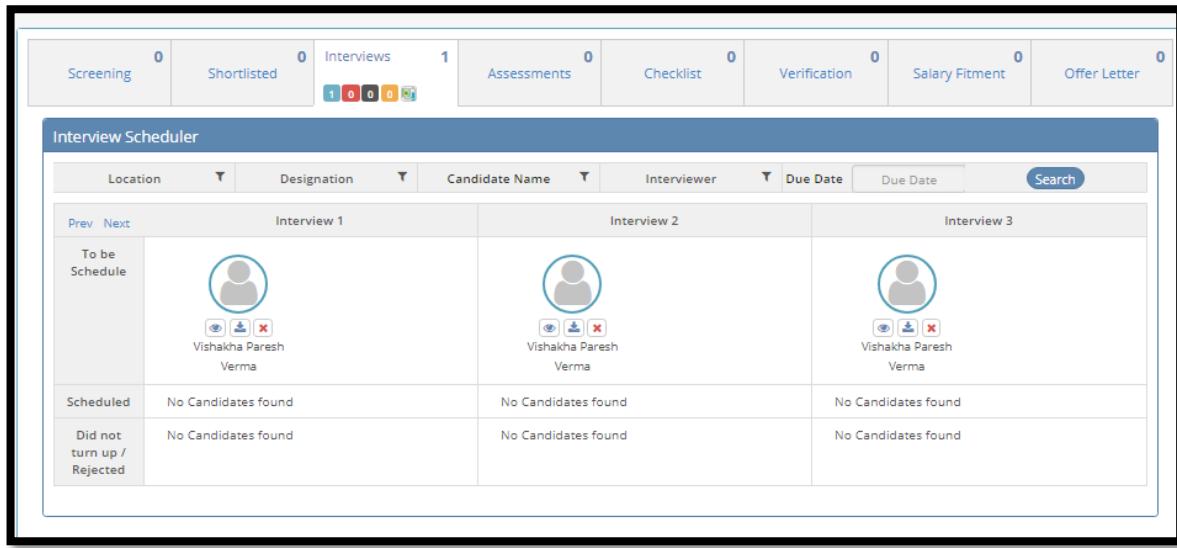
End User Guide for ZingHR



The screenshot shows the 'All Requisitions' interface. At the top, there's a search bar with placeholder text 'Name, Age, Loc, Qual, Exp' and a search icon. Below the search bar, there are two sections: 'Candidate Details' and 'Sourced Information'. Under 'Candidate Details', there are buttons for 'Sourced on' and 'CV owned by'. The 'Sourced Information' section has a '0' count next to it.

Similarly, we need to do this for all further steps where in the candidate will move from different stages and finally land up in ecode generation screen.

Next step is to Schedule the Interview of the candidate, once you click on interview you will get the below window.



The screenshot shows the 'Interview Scheduler' window. At the top, there are tabs for different stages: Screening (0), Shortlisted (0), Interviews (1), Assessments (0), Checklist (0), Verification (0), Salary Fitment (0), and Offer Letter (0). Below the tabs, there's a header row with columns for Location, Designation, Candidate Name, Interviewer, Due Date, and Due Date. The 'Interview' column shows three slots: 'Interview 1', 'Interview 2', and 'Interview 3'. Each slot contains a placeholder profile picture and the name 'Vishakha Verma'. Below each slot, there are three small icons for actions: a blue circle, a green circle, and a red circle with a minus sign. The 'To be Scheduled' row shows 'No Candidates found' for all three slots. The 'Scheduled' row also shows 'No Candidates found' for all three slots. The 'Did not turn up / Rejected' row also shows 'No Candidates found' for all three slots.

After click on interview round you can see the below window then need to select the mandatory details.

End User Guide for ZingHR

Schedule Interview for Vishakha Pares Verma

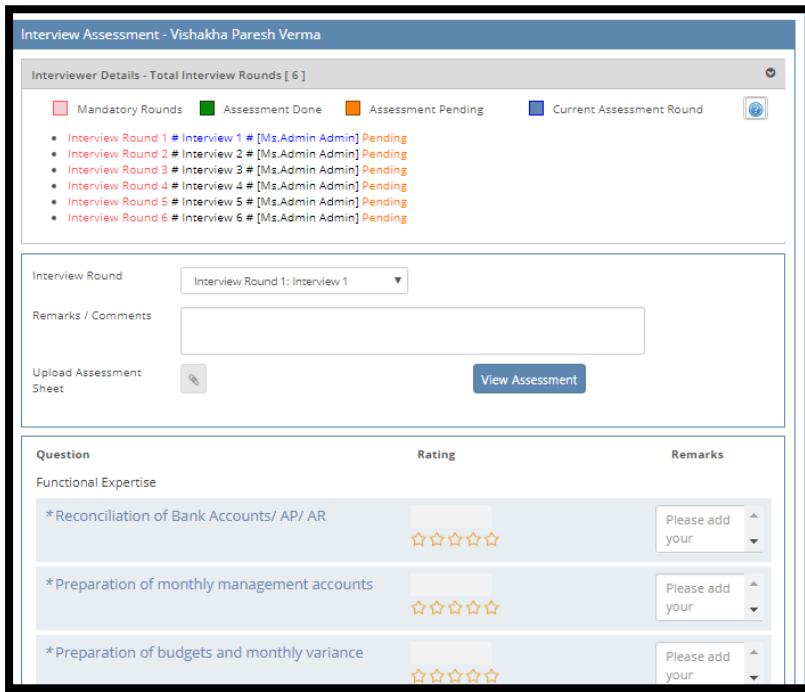
* Mandatory field

| | | | |
|-------------------------------------|-------------------------|--|--|
| Interviewer * | Choose a Interviewer... | <input type="checkbox"/> Acceptance Required | <input checked="" type="checkbox"/> Mail |
| Mode * | Select | Date * | Date <input type="button" value="Calendar"/> |
| | | Time * | 12 : 00 AM |
| <input type="button" value="Save"/> | | | |
| Event Info | | | |
| Interviewer not selected | | | |

Next step is to give Interview Feedback.

Click on Assessment to get the candidate which has been forwarded to next stage for feedback. Provide the feedback in the form of ratings/comments etc.

End User Guide for ZingHR



Interview Assessment - Vishakha Pares Verma

Interviewer Details - Total Interview Rounds [6]

- Mandatory Rounds
- Assessment Done
- Assessment Pending
- Current Assessment Round

- Interview Round 1 # Interview 1 # [Ms Admin Admin] Pending
- Interview Round 2 # Interview 2 # [Ms Admin Admin] Pending
- Interview Round 3 # Interview 3 # [Ms Admin Admin] Pending
- Interview Round 4 # Interview 4 # [Ms Admin Admin] Pending
- Interview Round 5 # Interview 5 # [Ms Admin Admin] Pending
- Interview Round 6 # Interview 6 # [Ms Admin Admin] Pending

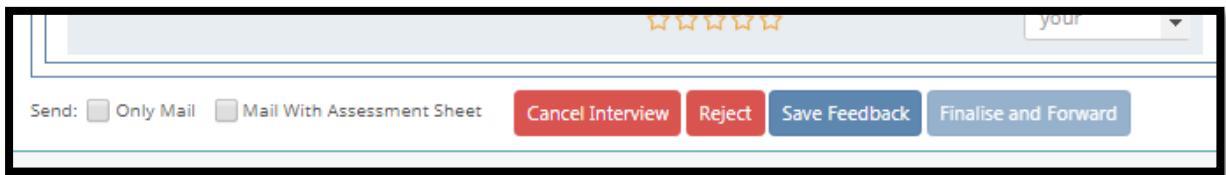
Interview Round: Interview Round 1: Interview 1

Remarks / Comments:

Upload Assessment Sheet:

| Question | Rating | Remarks |
|--|--------|-----------------|
| Functional Expertise | | |
| *Reconciliation of Bank Accounts/ AP/ AR | ☆☆☆☆☆ | Please add your |
| *Preparation of monthly management accounts | ☆☆☆☆☆ | Please add your |
| *Preparation of budgets and monthly variance | ☆☆☆☆☆ | Please add your |

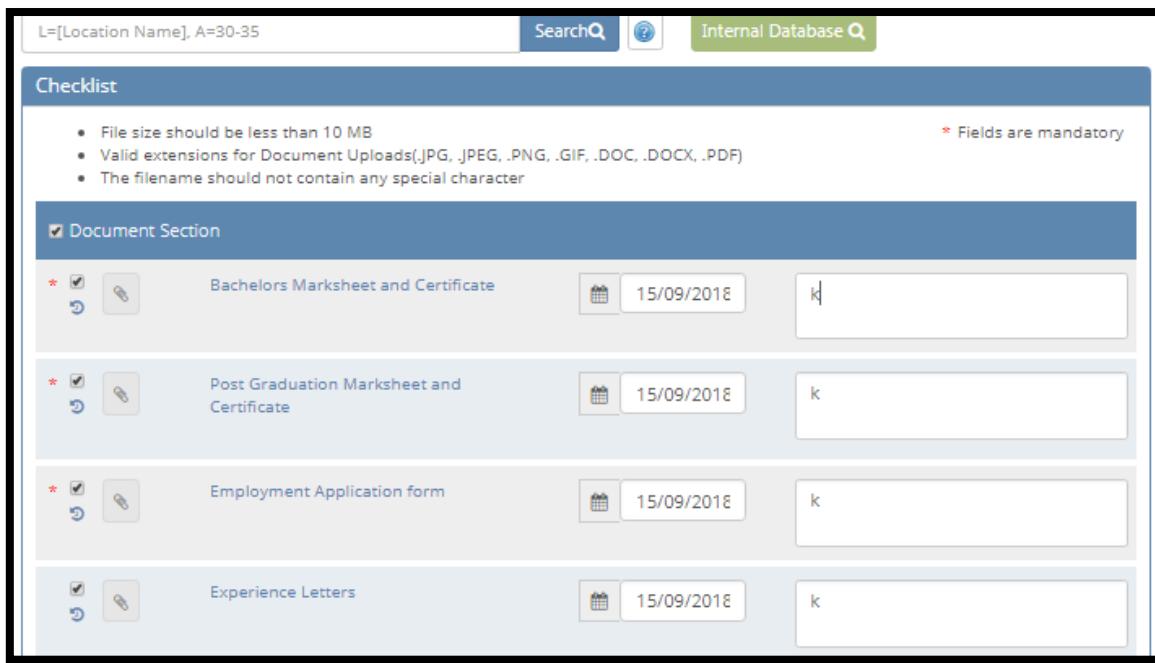
After that you can select the below options that you can see in below image.



End User Guide for ZingHR

After that next step is Pre-Offer Checklist:

Once you click on checklist you will get below page



L=[Location Name], A=30-35 Search  Internal Database 

Checklist

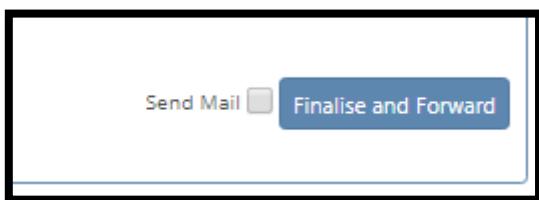
* Fields are mandatory

- File size should be less than 10 MB
- Valid extensions for Document Uploads(.JPG, .JPEG, .PNG, .GIF, .DOC, .DOCX, .PDF)
- The filename should not contain any special character

Document Section

| | | |
|--|--|--------------------------------|
| <input checked="" type="checkbox"/>  Bachelors Marksheets and Certificate |  15/09/2018 | <input type="text" value="k"/> |
| <input checked="" type="checkbox"/>  Post Graduation Marksheets and Certificate |  15/09/2018 | <input type="text" value="k"/> |
| <input checked="" type="checkbox"/>  Employment Application form |  15/09/2018 | <input type="text" value="k"/> |
| <input checked="" type="checkbox"/>  Experience Letters |  15/09/2018 | <input type="text" value="k"/> |

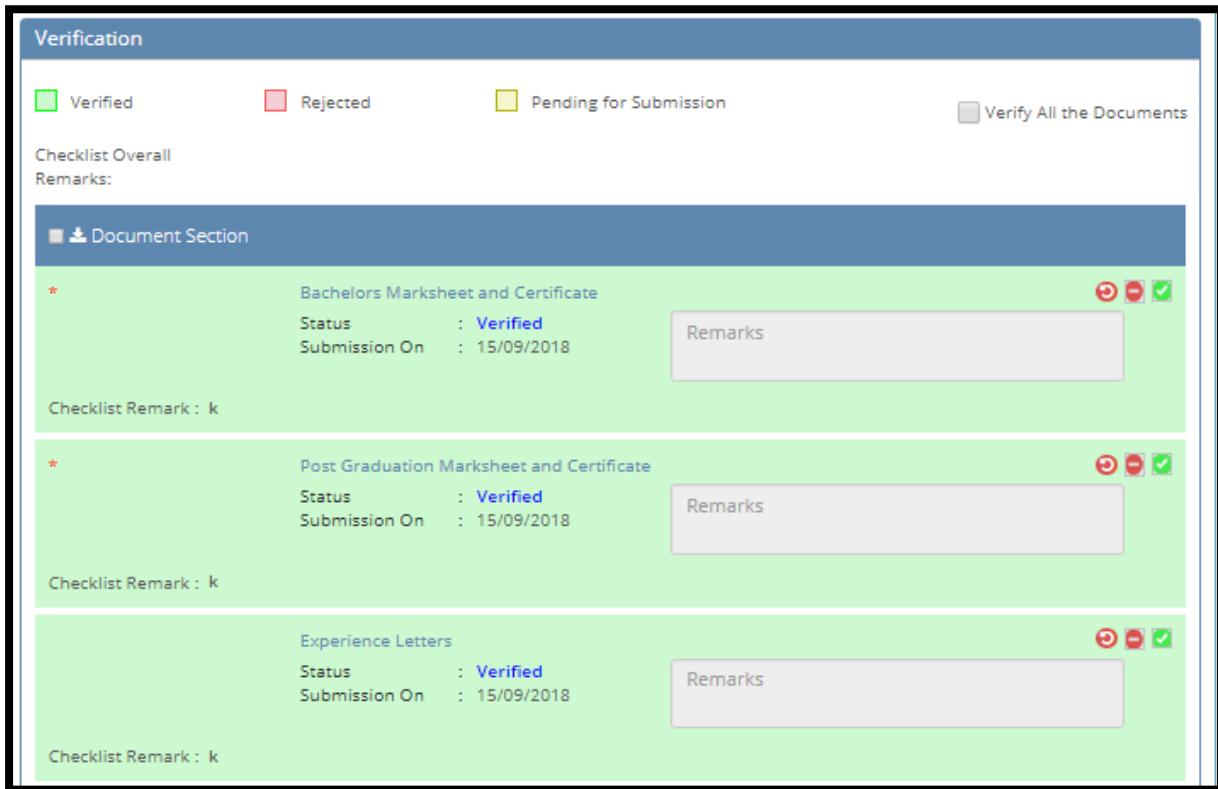
So, need to select the mandatory details and put the remarks. After this click on Finalise and forward to move to next step.



Next step is Verification:

In this you can click on green icon that you see in the image to verify the checklists. And click on Finalise and Forward to move to next step.

End User Guide for ZingHR

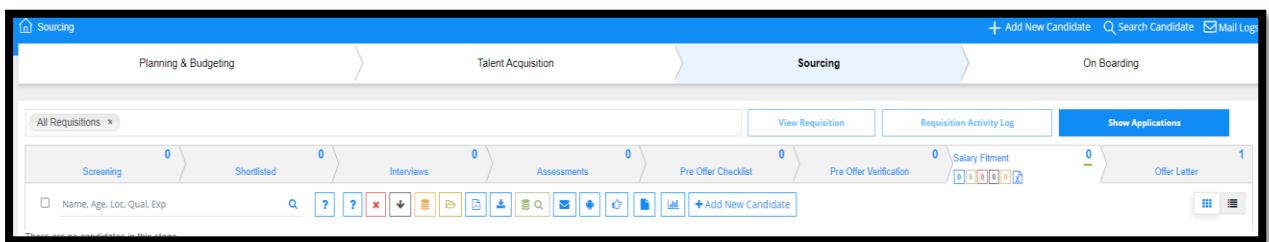


The screenshot shows the 'Verification' section of the ZingHR application. At the top, there are three status indicators: 'Verified' (green), 'Rejected' (red), and 'Pending for Submission' (yellow). A checkbox labeled 'Verify All the Documents' is also present. Below these, a 'Checklist Overall' section contains a 'Remarks' field. The main area is titled 'Document Section' and lists three items:

- Bachelors Marksheets and Certificate:** Status: Verified, Submission On: 15/09/2018. Includes a 'Remarks' field and a set of edit/delete/checkmark icons.
- Post Graduation Marksheets and Certificate:** Status: Verified, Submission On: 15/09/2018. Includes a 'Remarks' field and a set of edit/delete/checkmark icons.
- Experience Letters:** Status: Verified, Submission On: 15/09/2018. Includes a 'Remarks' field and a set of edit/delete/checkmark icons.

Each item has a 'Checklist Remark : k' below it.

Next Step is salary Fitment :



The screenshot shows the 'Sourcing' module of the ZingHR application. The top navigation bar includes links for 'Planning & Budgeting', 'Talent Acquisition', 'Sourcing', and 'On Boarding'. There are buttons for '+ Add New Candidate', 'Search Candidate', and 'Mail Log'. The main area displays a summary of current stages: Screening (0), Shortlisted (0), Interviews (0), Assessments (0), Pre Offer Checklist (0), Pre Offer Verification (0), Salary Fitment (0), and Offer Letter (1). Below this, a search bar and various filter and search icons are visible.

Then we define the salary structure for the candidate. The pre-defined structure comes from Compensation and Benefits module which is linked with Recruitment.

End User Guide for ZingHR

Create Salary Structure

| | | | | | | |
|---|---|-----------------|----------|----------|--------------------------|------------------|
| Previous Co. CTC (annual): | 0 | Hike in (%): | 0 | View | Computed Value: | 0 |
| <input checked="" type="radio"/> Annual Basis <input type="radio"/> Monthly Basis | | CTC | Variable | Denotion | Variable/Fixed Amount | Gross Amount |
| | | 300000 | 0 | % | ▼ | 0 |
| | | | | | | Calculate |

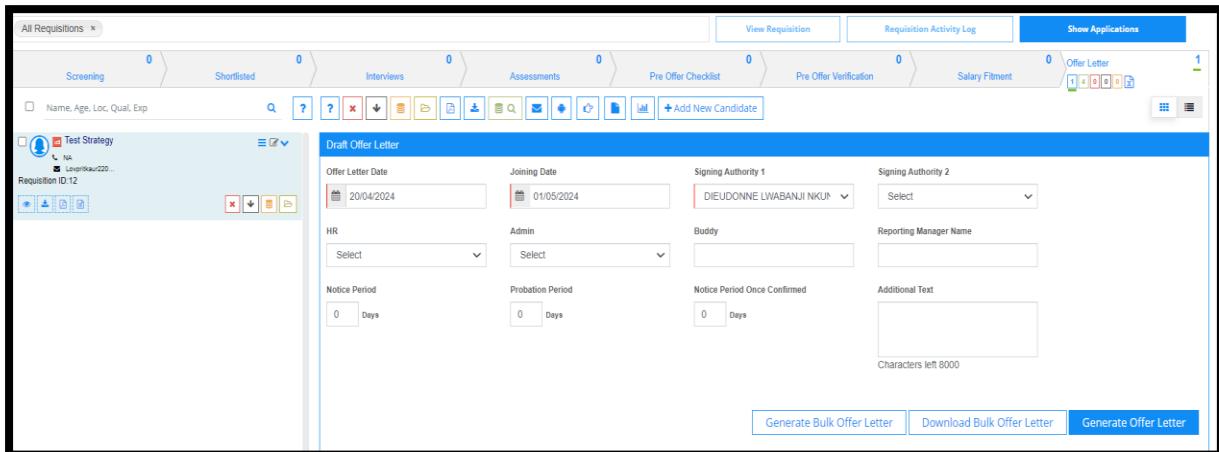
| Particulars | Previous Monthly Salary | Previous Annual Salary | Monthly Salary | Annual Salary | % Diff | Amt. Diff |
|---------------------------------------|-------------------------------|------------------------------|-------------------|------------------|--------|-----------|
| Fixed CTC | 0 | 0 | 25000 | 300000 | 0 | 0 |
| Allowance | | | | | | |
| Airticket Allowance | 0 | 0 | 0 | 0 | 0 | 0 |
| Basic Salary | 0 | 0 | 15000 | 180000 | 0 | 0 |
| Special Allowance | 0 | 0 | 10000 | 120000 | 0 | 0 |
| Base Salary | | | | | | |
| Grossamount | 0 | 0 | 0 | 0 | 0 | 0 |
| Gross Amount | | | | | | |
| Cost To Company | 0 | 0 | 25000 | 300000 | 0 | 0 |
| Total | | | | | | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 |
| Please input your comments /remarks : | | | | | | |

We can either have the values auto populated or enter it manually to change the figures, post discussion with the candidate.

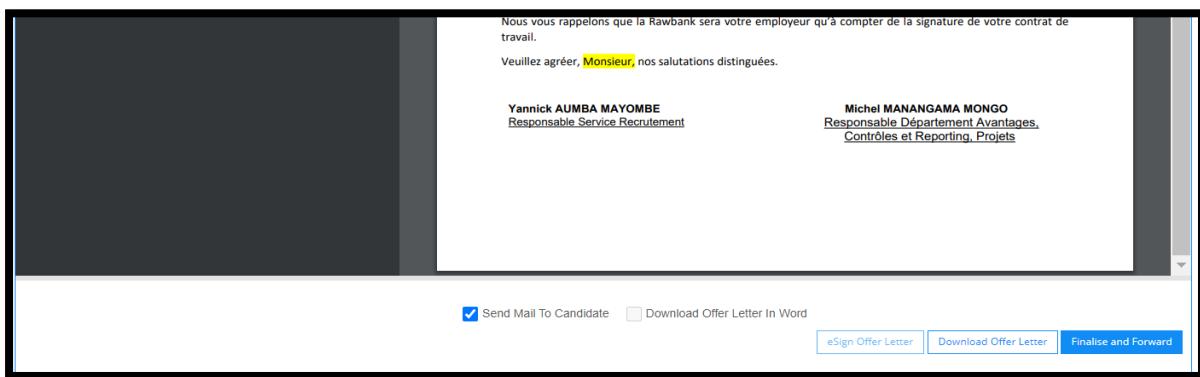
Final step in The Sourcing is Offer letter:

You can generate the offer letter after putting the mandatory details and then click on generate offer letter. See the below image.

End User Guide for ZingHR



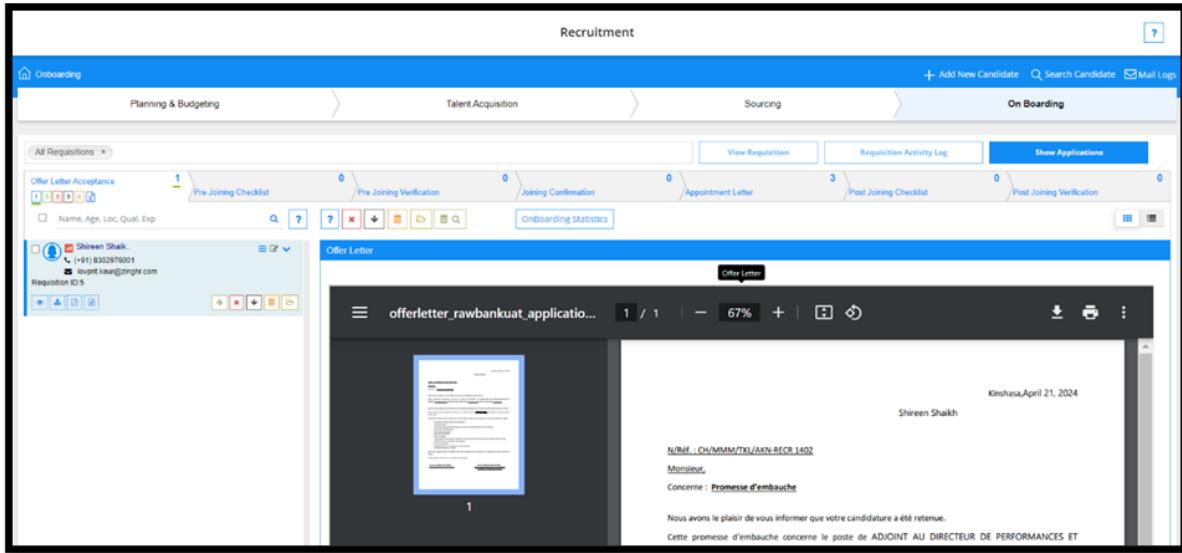
Click on Finalise and Forward button at the bottom right of the page and move to next stage.



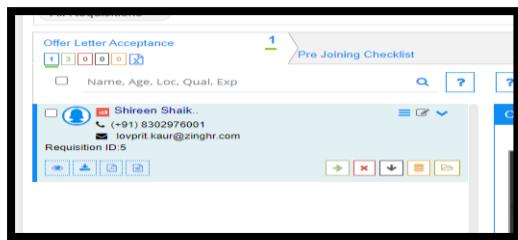
Last stage in the recruitment module is “On boarding”

After you finalize and forward candidate from offer letter stage employee automatically reflect in On Boarding stage.

End User Guide for ZingHR



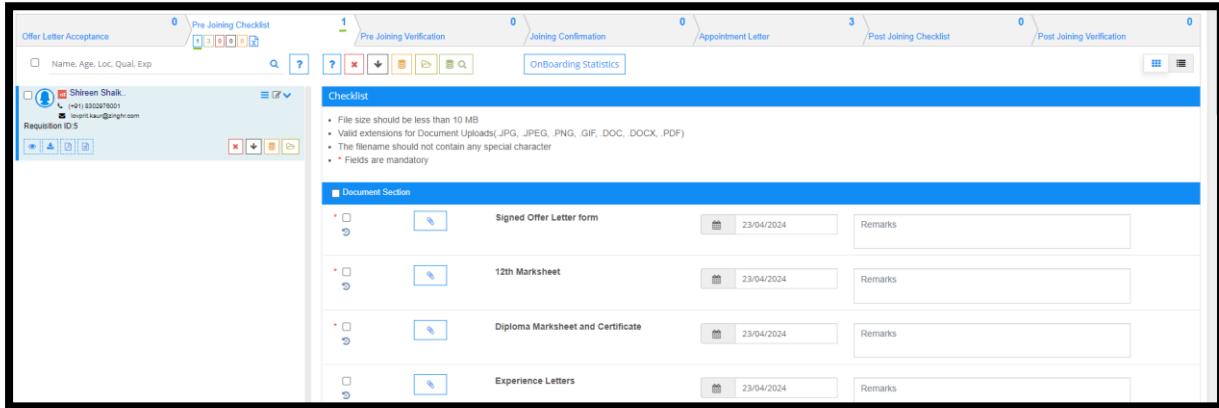
Click on green icon to move to next step.



Next step is Pre-Joining/Appointment Checklist:

You have to select the mandatory details and click on Finalize and forward to move next step. Please see the below image.

End User Guide for ZingHR



The screenshot shows the 'Onboarding Statistics' section of the ZingHR platform. At the top, there are tabs for 'Offer Letter Acceptance', 'Pre Joining Checklist', 'Pre Joining Verification', 'Joining Confirmation', 'Appointment Letter', 'Post Joining Checklist', and 'Post Joining Verification'. The 'Pre Joining Verification' tab is active. Below the tabs, there is a search bar and a toolbar with icons for search, refresh, and other functions. A sidebar on the left lists employees: Shireen Shaik, Requisition ID 5; and Vicky K Donar, Requisition ID 19. The main area displays a 'Checklist' for document uploads:

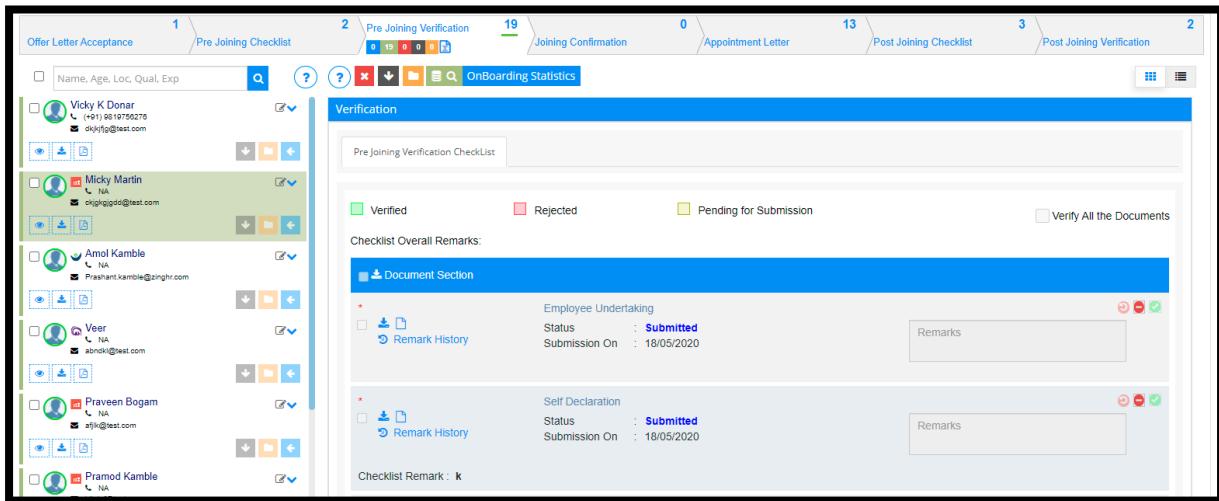
- File size should be less than 10 MB
- Valid extensions for Document Uploads(.JPG, .JPEG, .PNG, .GIF, .DOC, .DOCX, .PDF)
- The filename should not contain any special character
- * Fields are mandatory

Document Section:

| Document Type | Description | Date | Remarks |
|------------------------------------|-------------|------|---------|
| Signed Offer Letter form | 23/04/2024 | | |
| 12th Marksheets | 23/04/2024 | | |
| Diploma Marksheets and Certificate | 23/04/2024 | | |
| Experience Letters | 23/04/2024 | | |

Then next step is Verification:

Click on green icon that you see in the image to verify. After that click on finalise and Forward button.



The screenshot shows the 'Verification' section of the ZingHR platform. At the top, there are tabs for 'Offer Letter Acceptance', 'Pre Joining Checklist', 'Pre Joining Verification', 'Joining Confirmation', 'Appointment Letter', 'Post Joining Checklist', and 'Post Joining Verification'. The 'Pre Joining Verification' tab is active. Below the tabs, there is a search bar and a toolbar with icons for search, refresh, and other functions. A sidebar on the left lists employees: Vicky K Donar, Micky Martin, Amol Kamble, Veer, Praveen Bogam, and Pramod Kamble. The main area displays a 'Pre Joining Verification Checklist' with three status options: Verified (green), Rejected (red), and Pending for Submission (yellow). There is also a checkbox to 'Verify All the Documents'.

Pre Joining Verification Checklist:

| Category | Details | Status | Remarks |
|----------------------|--------------------|----------|---------|
| Employee Undertaking | Status : Submitted | Verified | |
| Self Declaration | Status : Submitted | Verified | |

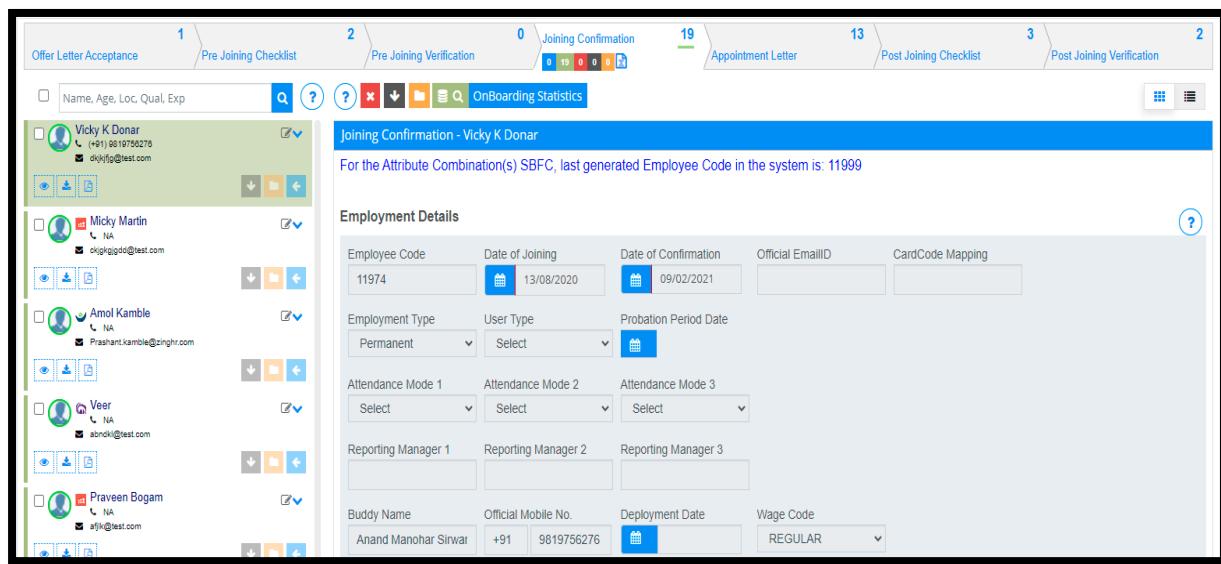
Checklist Overall Remarks:

Checklist Remark : **K**

End User Guide for ZingHR

Next step in the on boarding is Joining Confirmation.

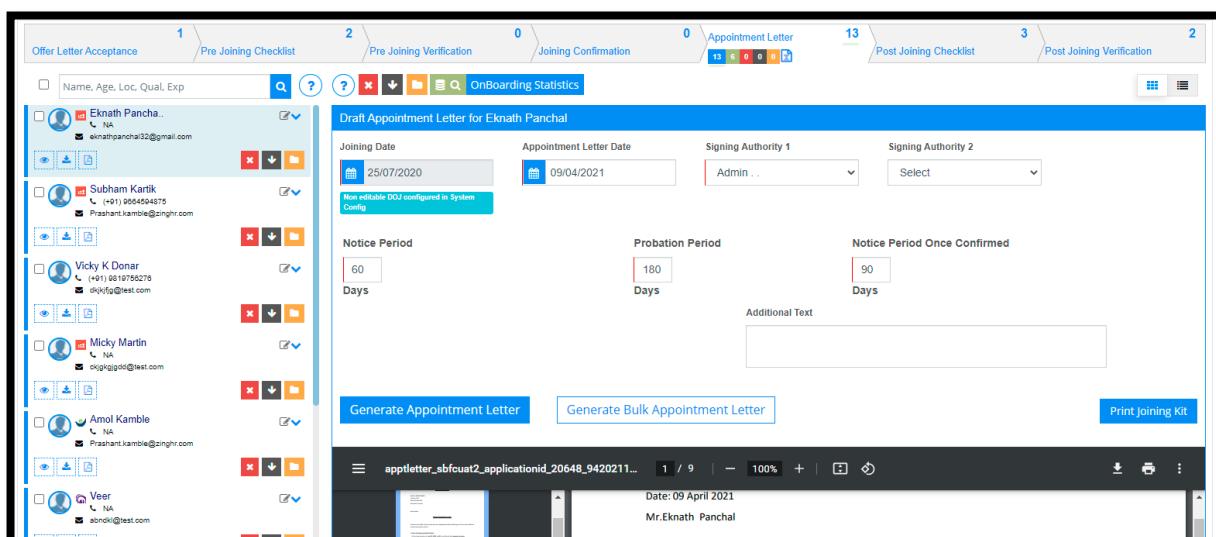
After click on joining confirmation, you will get the below window.



The screenshot shows the 'Joining Confirmation' step in the ZingHR Onboarding process. The top navigation bar indicates the current step is 'Joining Confirmation' (stage 0). The main panel displays the following information:

- Employment Details:**
 - Employee Code: 11974
 - Date of Joining: 13/08/2020
 - Date of Confirmation: 09/02/2021
 - Official EmailID: (empty)
 - CardCode Mapping: (empty)
- Employment Type:** Permanent
- Attendance Mode:** Select, Select, Select
- Reporting Manager:** (empty, empty, empty)
- Buddy Name:** Anand Manohar Sirwar
- Official Mobile No.:** +91 9819756276
- Deployment Date:** (empty)
- Wage Code:** REGULAR

In this need to fill the mandatory details of the candidate and after that click on finalise and forward. It will take you to Appointment letter stage.



The screenshot shows the 'Appointment Letter' step in the ZingHR Onboarding process. The top navigation bar indicates the current step is 'Appointment Letter' (stage 0). The main panel displays the following information:

- Draft Appointment Letter for Eknath Panchal:**
- Joining Date:** 25/07/2020
- Appointment Letter Date:** 09/04/2021
- Signing Authority 1:** Admin ...
- Signing Authority 2:** Select
- Notice Period:** 60 Days
- Probation Period:** 180 Days
- Notice Period Once Confirmed:** 90 Days
- Additional Text:** (empty)

Buttons at the bottom include 'Generate Appointment Letter', 'Generate Bulk Appointment Letter', and 'Print Joining Kit'.

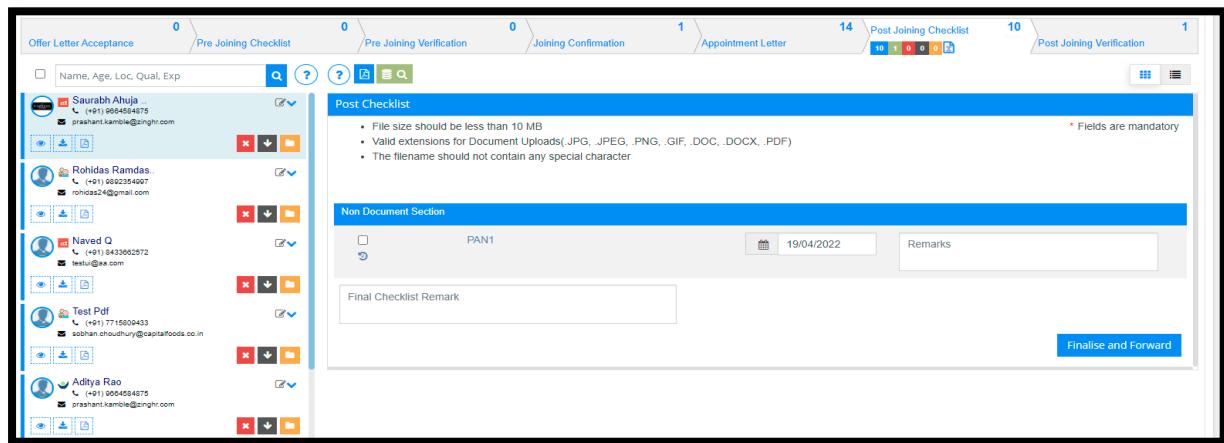
End User Guide for ZingHR

After the generating the letter Recruiter can forward that employee from appointment letter stage to next stage.

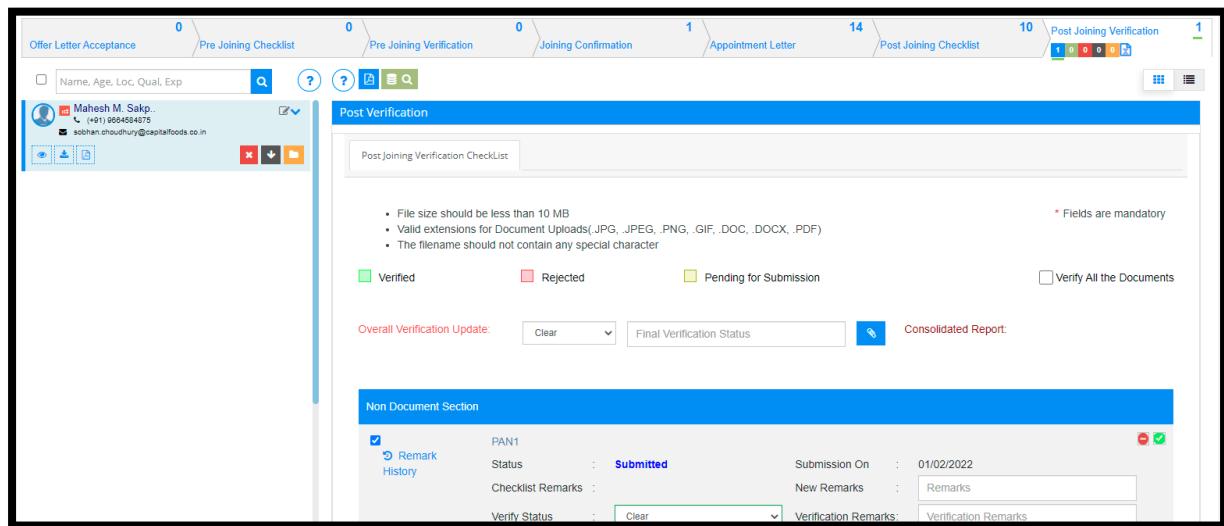
Last step in the on boarding is Post Checklist and Verification.

Once you forward any employee from appointment letter stage that will move in the next stage i.e Post Checklist. It will work same as the previous checklists like Pre-Offer and Appointment checklist.

Refer the below screenshots.



The screenshot shows the 'Post Checklist' section of the software. On the left, there is a sidebar with five employee profiles. The main panel has two sections: 'Post Checklist' and 'Non Document Section'. The 'Post Checklist' section contains instructions: 'File size should be less than 10 MB', 'Valid extensions for Document Uploads(JPG, JPEG, .PNG, .GIF, .DOC, .DOCX, .PDF)', and 'The filename should not contain any special character'. A note at the bottom right says '* Fields are mandatory'. The 'Non Document Section' contains a PAN1 entry with a due date of 19/04/2022 and a remarks field. A 'Final Checklist Remark' input field is also present. At the bottom right is a 'Finalise and Forward' button.



The screenshot shows the 'Post Verification' section of the software. On the left, there is a sidebar with one employee profile. The main panel has two sections: 'Post Joining Verification CheckList' and 'Non Document Section'. The 'Post Joining Verification CheckList' section contains instructions: 'File size should be less than 10 MB', 'Valid extensions for Document Uploads(JPG, JPEG, .PNG, .GIF, .DOC, .DOCX, .PDF)', and 'The filename should not contain any special character'. A note at the bottom right says '* Fields are mandatory'. Below these are buttons for 'Verified', 'Rejected', and 'Pending for Submission', and a checkbox for 'Verify All the Documents'. The 'Overall Verification Update' section includes 'Clear' and 'Final Verification Status' buttons, and a 'Consolidated Report' link. The 'Non Document Section' contains a PAN1 entry with a status of 'Submitted', a submission date of 01/02/2022, and a remarks field. There are also fields for 'New Remarks', 'Verify Status', and 'Verification Remarks'.

Recruitment flow end after you forward the employee from post verification stage.

End User Guide for ZingHR

Reports

Purpose:

The purpose of reports is to access the entire relevant information of the module into a particular format.

Navigation: Click on 9 box matrix icon -> Reports

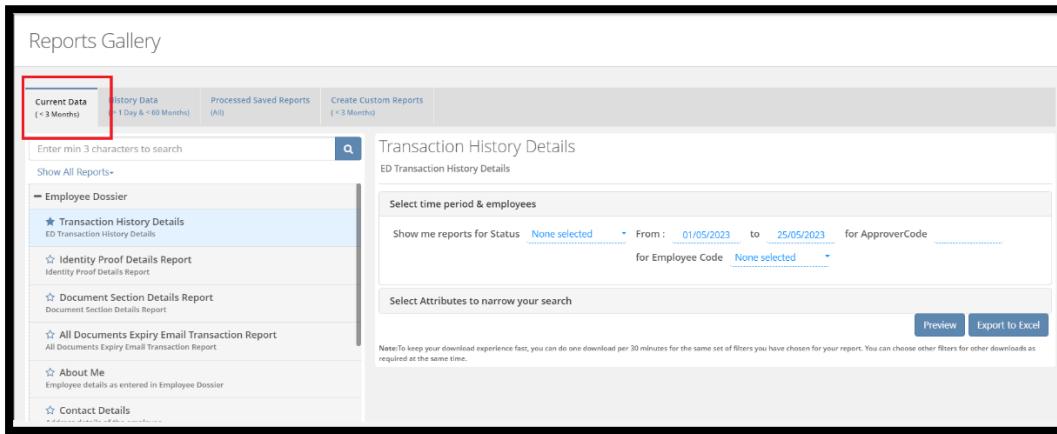


Action by:

An employee can view all the reports in the report's gallery. They can click on the plus sign as mentioned below in the picture to view any report.

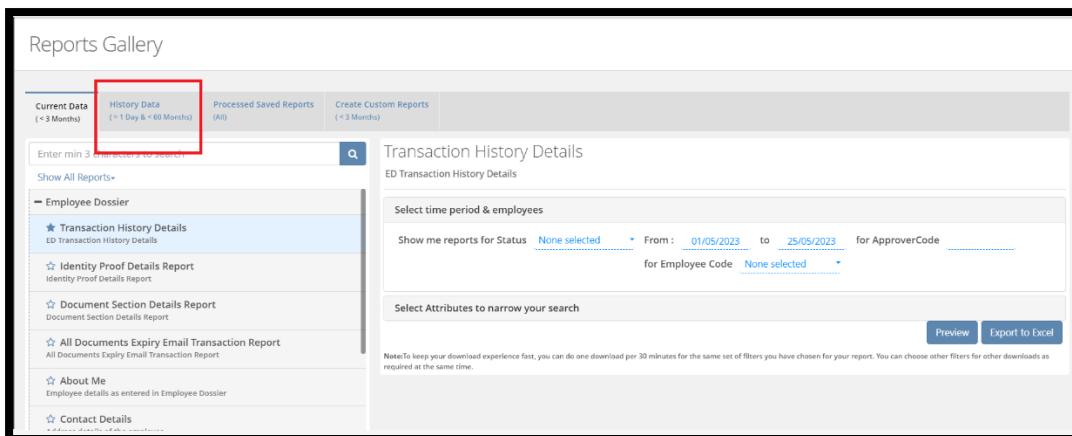
In reports gallery, employee will be able to see current data for last 3 months.

End User Guide for ZingHR



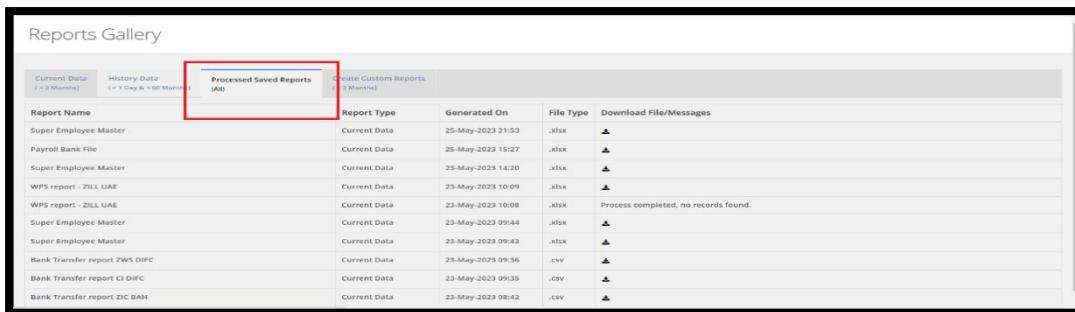
The screenshot shows the 'Reports Gallery' interface. At the top, there are four tabs: 'Current Data (> 3 Months)', 'History Data (> 1 Day & < 60 Months)', 'Processed Saved Reports (All)', and 'Create Custom Reports (< 3 Months)'. The 'History Data' tab is highlighted with a red box. Below the tabs is a search bar with placeholder text 'Enter min 3 characters to search' and a magnifying glass icon. To the right of the search bar is a section titled 'Transaction History Details' with a sub-section 'ED Transaction History Details'. This section includes a 'Select time period & employees' dropdown and a note about download limits. On the left side of the main content area, there is a sidebar with a tree view under 'Employee Dossier' containing items like 'Transaction History Details', 'Identity Proof Details Report', 'Document Section Details Report', 'All Documents Expiry Email Transaction Report', 'About Me', and 'Contact Details'. A note at the bottom of the sidebar says 'NoteTo keep your download experience fast, you can do one download per 30 minutes for the same set of filters you have chosen for your report. You can choose other filters for other downloads as required at the same time.'

In history data, employee will be able to see all the reports till previous 60 months.



This screenshot is identical to the one above, but the 'History Data (> 1 Day & < 60 Months)' tab is highlighted with a red box, indicating it is the active selection. The rest of the interface, including the sidebar and the transaction history details section, remains the same.

In processed saved reports, employee will be able to see all the reports downloaded in the system.



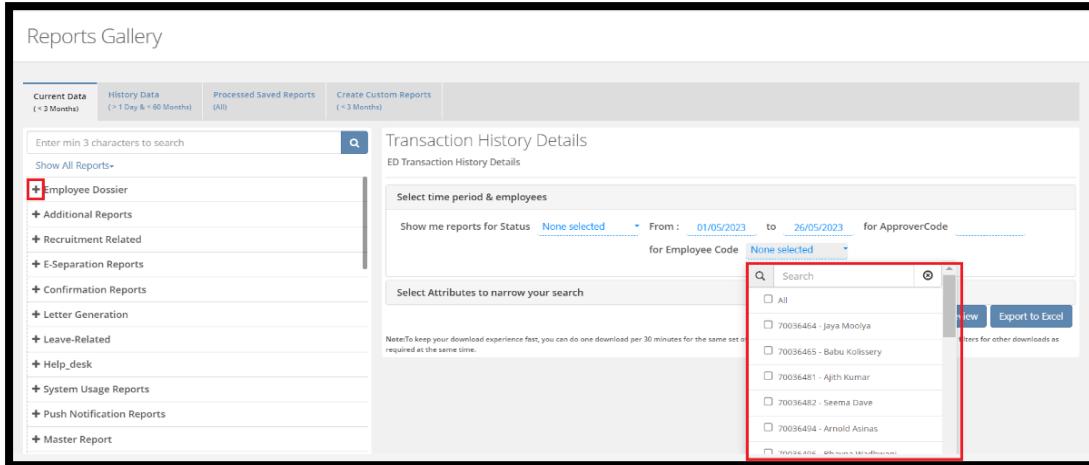
This screenshot shows the 'Reports Gallery' with the 'Processed Saved Reports (All)' tab highlighted by a red box. The main content area displays a table of saved reports. The columns are 'Report Name', 'Report Type', 'Generated On', 'File Type', and 'Download File/Messages'. Each row lists a report name, its type (e.g., 'Current Data'), generation date, file extension (.xlsx or .csv), and a small download icon. A note at the bottom of the table states 'Process completed, no records found.'

| Report Name | Report Type | Generated On | File Type | Download File/Messages |
|-------------------------------|--------------|-------------------|-----------|------------------------|
| Super Employee Master | Current Data | 25-May-2023 21:53 | .xlsx | |
| Payroll Bank File | Current Data | 25-May-2023 15:27 | .xlsx | |
| Super Employee Master | Current Data | 25-May-2023 14:20 | .xlsx | |
| WPS report - ZILL UAE | Current Data | 25-May-2023 10:09 | .xlsx | |
| WPS report - ZILL UAE | Current Data | 23-May-2023 10:08 | .xlsx | |
| Super Employee Master | Current Data | 23-May-2023 09:44 | .xlsx | |
| Super Employee Master | Current Data | 23-May-2023 09:43 | .xlsx | |
| Bank Transfer report 295 DIFC | Current Data | 23-May-2023 09:56 | .csv | |
| Bank Transfer report CI DIFC | Current Data | 23-May-2023 09:55 | .csv | |
| Bank Transfer report ZIC BAH | Current Data | 23-May-2023 08:42 | .csv | |

Employee must click on the “plus icon” to view the report as mentioned in the picture below.

End User Guide for ZingHR

Note: report can be downloaded for single employee as well as in bulk. The employee must type e-code for single download and click “all” to download in bulk as shown in picture below.



Reports Gallery

Current Data (< 3 Months) History Data (> 1 Day & < 60 Months) Processed Saved Reports (All) Create Custom Reports (< 3 Months)

Enter min 3 characters to search Show All Reports+ Employee Dossier + Additional Reports + Recruitment Related + E-Separation Reports + Confirmation Reports + Letter Generation + Leave-Related + Help_desk + System Usage Reports + Push Notification Reports + Master Report

Transaction History Details

ED Transaction History Details

Select time period & employees

Show me reports for Status None selected From : 01/05/2023 to 26/05/2023 for ApproverCode None selected for Employee Code None selected

Select Attributes to narrow your search

Search Search All 70036454 - Jaya Moolya 70036465 - Babu Kolliserry 70036481 - Ajith Kumar 70036482 - Seema Dave 70036494 - Arnold Asinas 70036496 - Arun Kumar

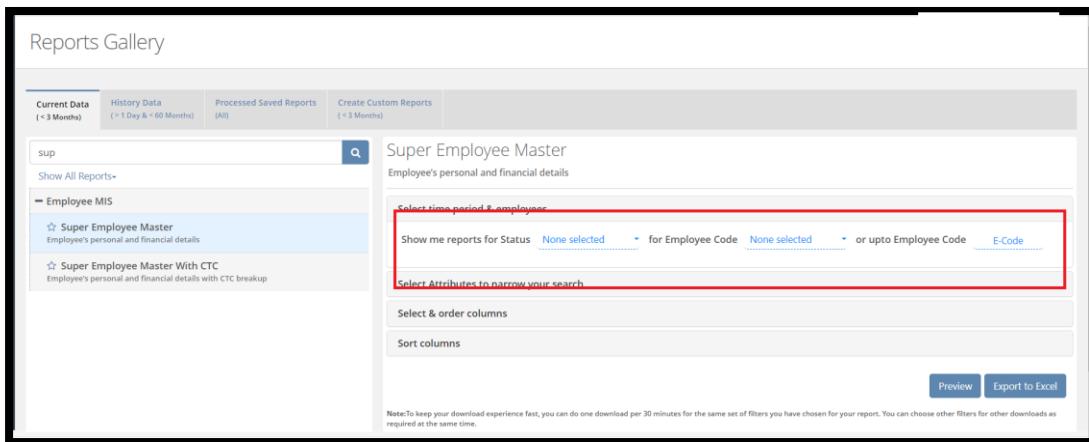
Preview Export to Excel

- Super Employee Master report**

To download the super employee master report:

Employee must search for super employee master in the search bar.

Select the report status, employee code or e-code -> Export to excel.



Reports Gallery

Current Data (< 3 Months) History Data (> 1 Day & < 60 Months) Processed Saved Reports (All) Create Custom Reports (< 3 Months)

sup Show All Reports+ Employee MIS

- Super Employee Master Employee's personal and financial details
- Super Employee Master With CTC Employee's personal and financial details with CTC breakup

Super Employee Master

Employee's personal and financial details

Select time period & employee

Show me reports for Status None selected for Employee Code None selected or upto Employee Code E-Code

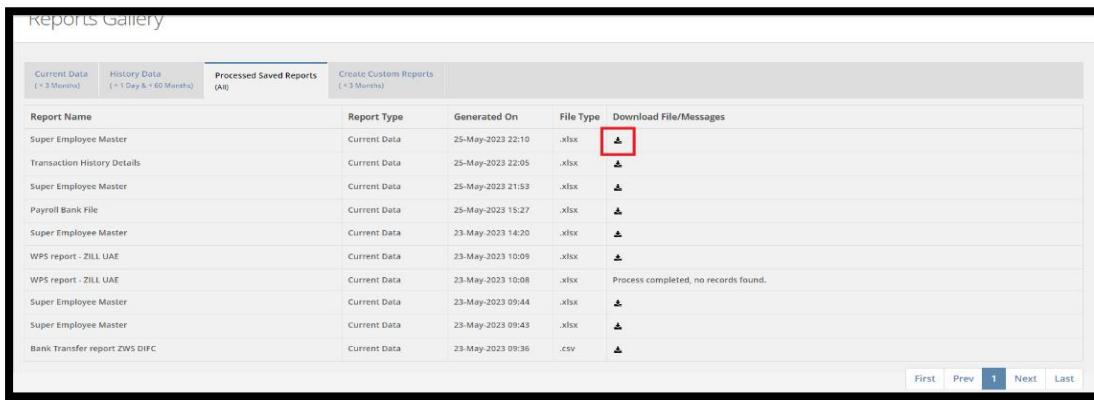
Select Attributes to narrow your search

Preview Export to Excel

Note: To keep your download experience fast, you can do one download per 30 minutes for the same set of filters you have chosen for your report. You can choose other filters for other downloads as required at the same time.

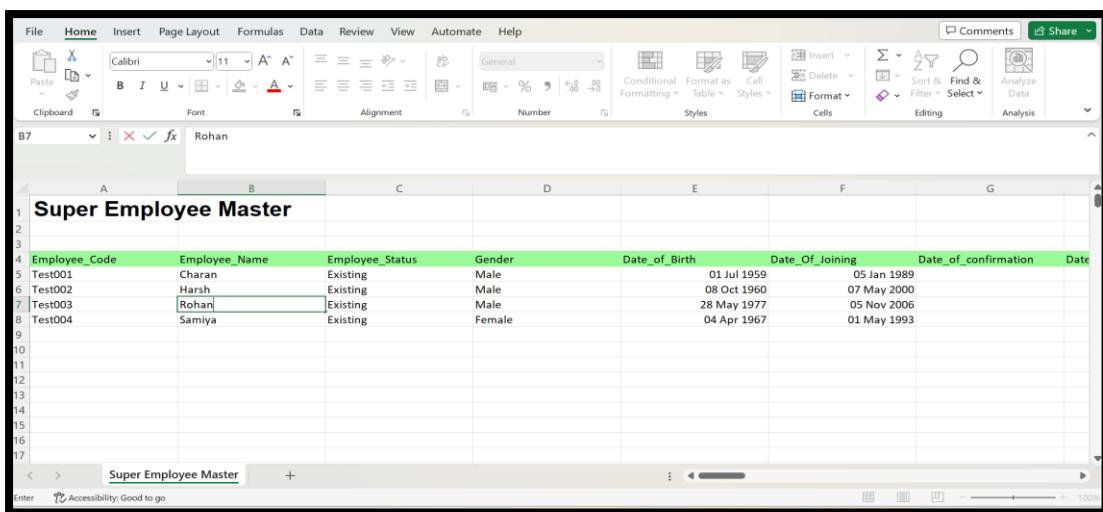
Click on the download icon to download the reports.

End User Guide for ZingHR



The screenshot shows the 'Processed Saved Reports' section of the ZingHR Reports Gallery. It lists various reports generated on May 25, 2023, including 'Super Employee Master', 'Transaction History Details', and 'Bank Transfer report ZWS DIFC'. The 'File Type' column shows '.xlsx' for most reports, except for the last one which is '.csv'. The 'Download File/Messages' column contains small download icons. The first download icon is highlighted with a red box.

This is how super employee master report excel will look like.



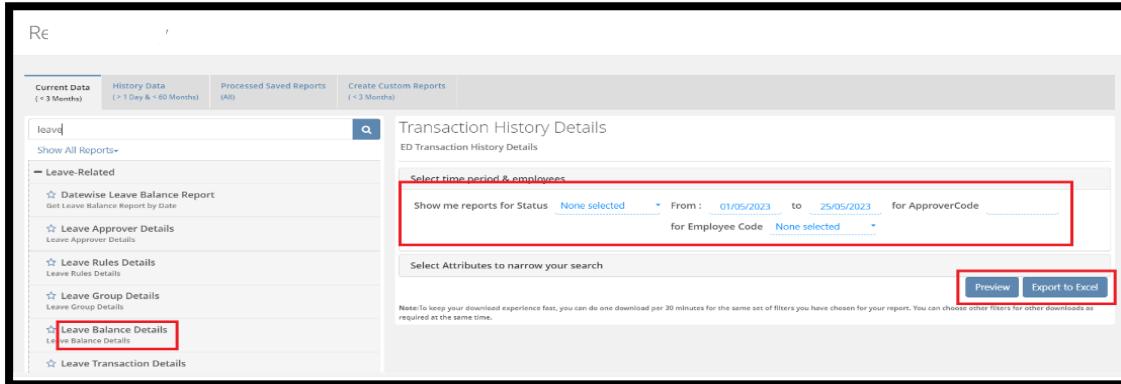
| Employee_Code | Employee_Name | Employee_Status | Gender | Date_of_Birth | Date_of_Joining | Date_of_confirmation | Date_of_leave |
|---------------|---------------|-----------------|--------|---------------|-----------------|----------------------|---------------|
| Test001 | Charan | Existing | Male | 01 Jul 1959 | 05 Jan 1989 | | |
| Test002 | Harsh | Existing | Male | 08 Oct 1960 | 07 May 2000 | | |
| Test003 | Rohan | Existing | Male | 28 May 1977 | 05 Nov 2006 | | |
| Test004 | Samiya | Existing | Female | 04 Apr 1967 | 01 May 1993 | | |

- Leave Balance Report**

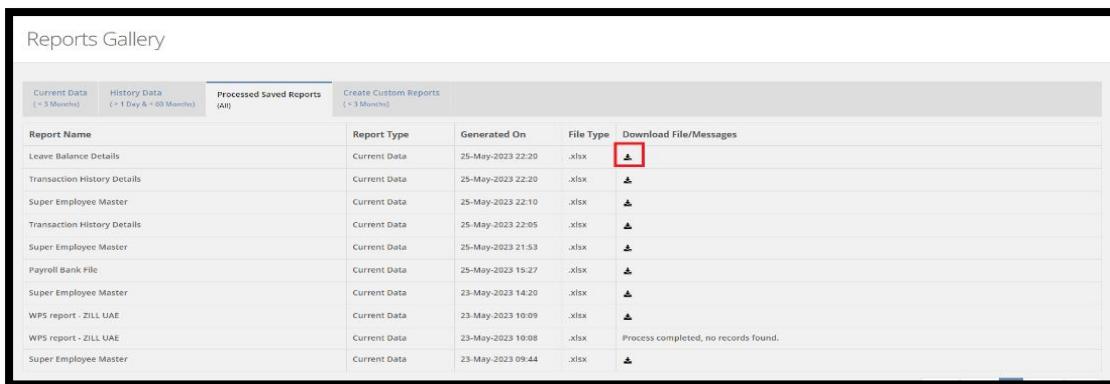
To download leave balance report, click on the plus sign as mentioned below in the picture to view leave report.

Select the report status, employee code or e-code -> Export to excel.

End User Guide for ZingHR

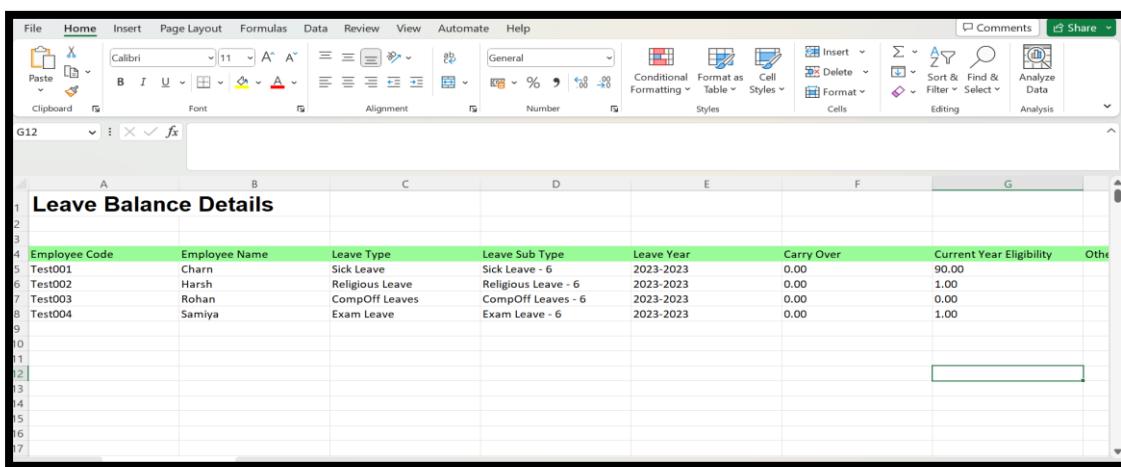


Click on the download icon to download the reports.



| Report Name | Report Type | Generated On | File Type | Download File/Messages |
|-----------------------------|--------------|-------------------|-----------|--------------------------------------|
| Leave Balance Details | Current Data | 25-May-2023 22:20 | .xlsx | |
| Transaction History Details | Current Data | 25-May-2023 22:20 | .xlsx | |
| Super Employee Master | Current Data | 25-May-2023 22:10 | .xlsx | |
| Transaction History Details | Current Data | 25-May-2023 22:05 | .xlsx | |
| Super Employee Master | Current Data | 25-May-2023 21:53 | .xlsx | |
| Payroll Bank File | Current Data | 25-May-2023 19:27 | .xlsx | |
| Super Employee Master | Current Data | 23-May-2023 14:20 | .xlsx | |
| WPS report - ZILL UAE | Current Data | 23-May-2023 10:09 | .xlsx | |
| WPS report - ZILL UAE | Current Data | 23-May-2023 10:08 | .xlsx | Process completed, no records found. |
| Super Employee Master | Current Data | 23-May-2023 09:44 | .xlsx | |

This is how leave balance report excel will look like.



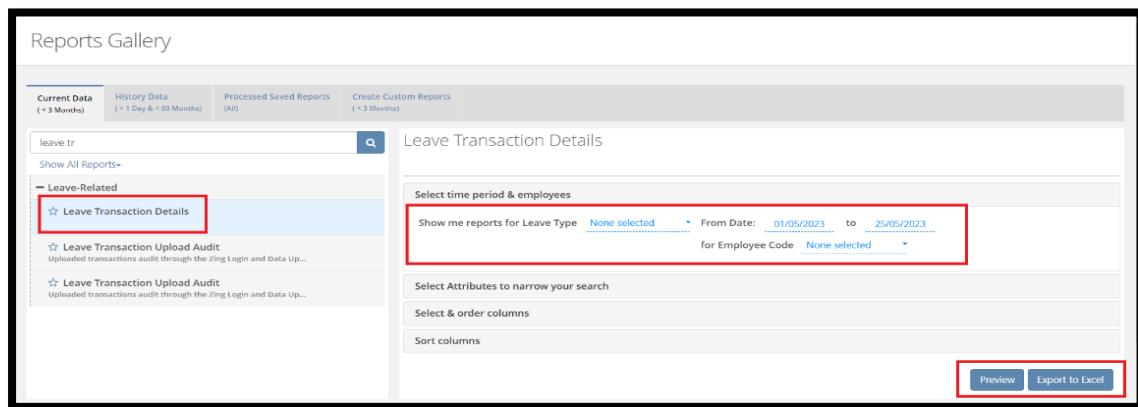
| Employee Code | Employee Name | Leave Type | Leave Sub Type | Leave Year | Carry Over | Current Year Eligibility | Other |
|---------------|---------------|-----------------|---------------------|------------|------------|--------------------------|-------|
| Test001 | Charn | Sick Leave | Sick Leave - 6 | 2023-2023 | 0.00 | 90.00 | |
| Test002 | Harsh | Religious Leave | Religious Leave - 6 | 2023-2023 | 0.00 | 1.00 | |
| Test003 | Rohan | CompOff Leaves | CompOff Leaves - 6 | 2023-2023 | 0.00 | 0.00 | |
| Test004 | Samiya | Exam Leave | Exam Leave - 6 | 2023-2023 | 0.00 | 1.00 | |

- Leave Transaction Reports

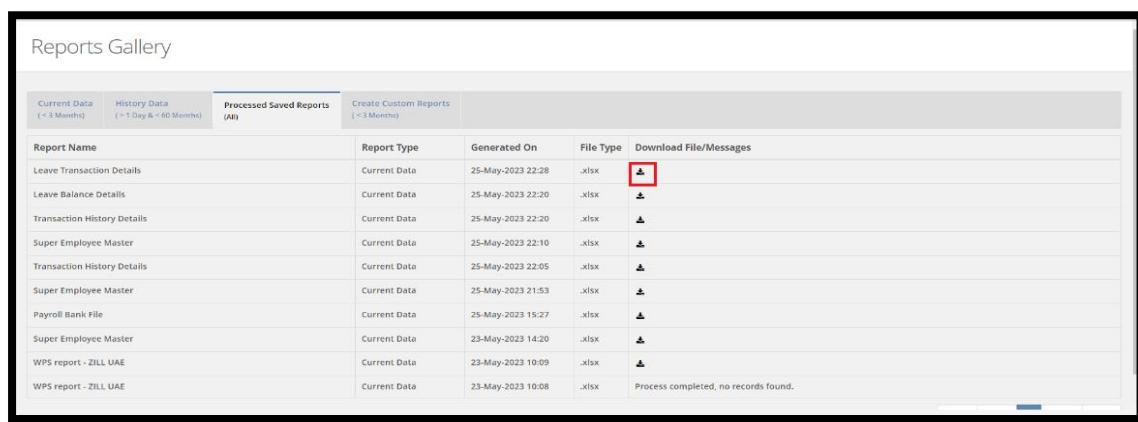
End User Guide for ZingHR

To download Leave transaction report, search leave transaction details in the search box as mentioned below in the picture to view the report.

Select the report status, employee code or e-code -> Export to excel.



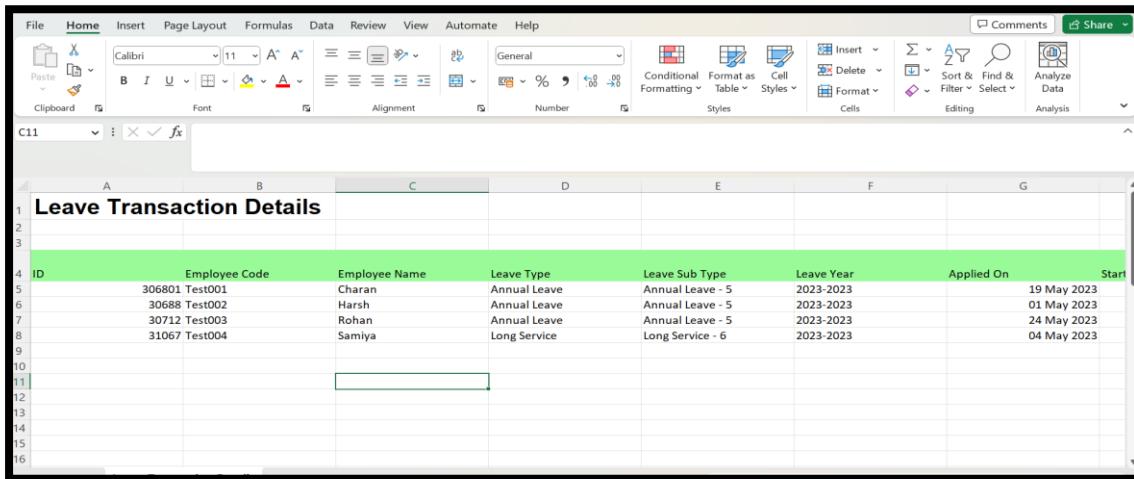
Click on the download icon to download the reports.



| Report Name | Report Type | Generated On | File Type | Download File/Messages |
|-----------------------------|--------------|-------------------|-----------|--------------------------------------|
| Leave Transaction Details | Current Data | 25-May-2023 22:28 | .xlsx | |
| Leave Balance Details | Current Data | 25-May-2023 22:20 | .xlsx | |
| Transaction History Details | Current Data | 25-May-2023 22:20 | .xlsx | |
| Super Employee Master | Current Data | 25-May-2023 22:10 | .xlsx | |
| Transaction History Details | Current Data | 25-May-2023 22:05 | .xlsx | |
| Super Employee Master | Current Data | 25-May-2023 21:53 | .xlsx | |
| Payroll Bank File | Current Data | 25-May-2023 15:27 | .xlsx | |
| Super Employee Master | Current Data | 25-May-2023 14:20 | .xlsx | |
| WPS report - ZILL UAE | Current Data | 23-May-2023 10:09 | .xlsx | |
| WPS report - ZILL UAE | Current Data | 23-May-2023 10:08 | .xlsx | Process completed, no records found. |

This is how leave transaction excel will look like.

End User Guide for ZingHR



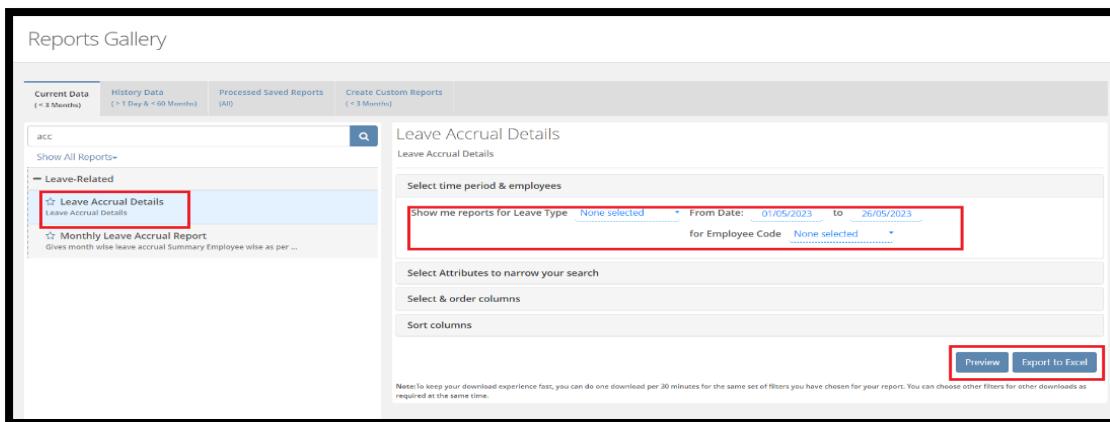
The screenshot shows a Microsoft Excel spreadsheet titled "Leave Transaction Details". The table has columns for ID, Employee Code, Employee Name, Leave Type, Leave Sub Type, Leave Year, Applied On, and Start Date. The data is as follows:

| ID | Employee Code | Employee Name | Leave Type | Leave Sub Type | Leave Year | Applied On | Start Date |
|----|----------------|---------------|--------------|------------------|------------|-------------|------------|
| 5 | 306801 Test001 | Charan | Annual Leave | Annual Leave - 5 | 2023-2023 | 19 May 2023 | |
| 6 | 30688 Test002 | Harsh | Annual Leave | Annual Leave - 5 | 2023-2023 | 01 May 2023 | |
| 7 | 30712 Test003 | Rohan | Annual Leave | Annual Leave - 5 | 2023-2023 | 24 May 2023 | |
| 8 | 31067 Test004 | Samiya | Long Service | Long Service - 6 | 2023-2023 | 04 May 2023 | |

- Leave Accrual detail reports**

To download Leave accrual detail, search leave accrual details in the search box as mentioned below in the picture to view the report.

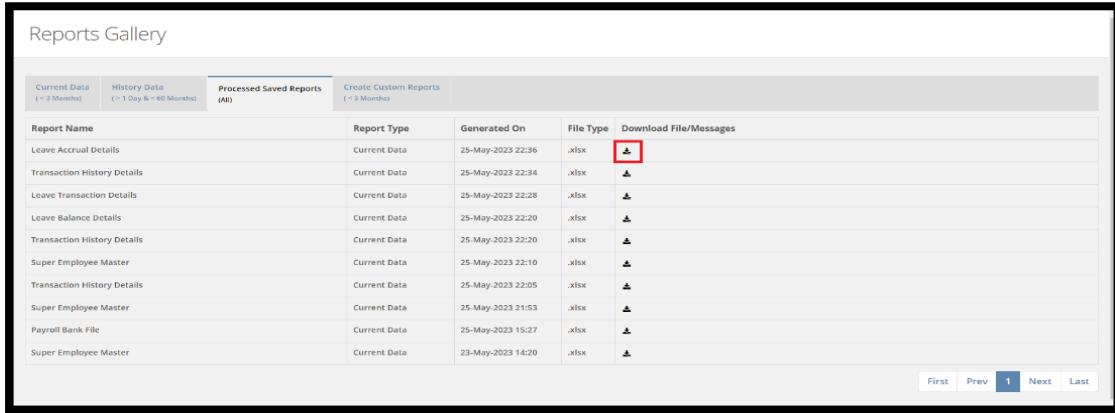
Select the report status, employee code or e-code -> Export to excel.



The screenshot shows the ZingHR Reports Gallery interface. The "Leave Accrual Details" report is selected. At the bottom right, there are "Preview" and "Export to Excel" buttons, with the "Export to Excel" button highlighted by a red box.

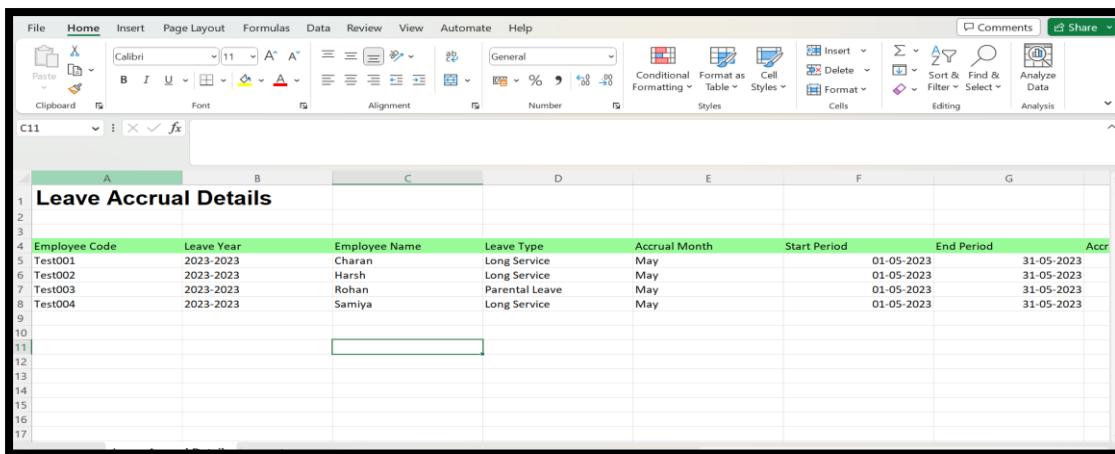
Click on the download icon to download the reports.

End User Guide for ZingHR



| Report Name | Report Type | Generated On | File Type | Download File/Messages |
|-----------------------------|--------------|-------------------|-----------|---|
| Leave Accrual Details | Current Data | 25-May-2023 22:36 | .xlsx |  |
| Transaction History Details | Current Data | 25-May-2023 22:34 | .xlsx |  |
| Leave Transaction Details | Current Data | 25-May-2023 22:28 | .xlsx |  |
| Leave Balance Details | Current Data | 25-May-2023 22:20 | .xlsx |  |
| Transaction History Details | Current Data | 25-May-2023 22:20 | .xlsx |  |
| Super Employee Master | Current Data | 25-May-2023 22:10 | .xlsx |  |
| Transaction History Details | Current Data | 25-May-2023 22:05 | .xlsx |  |
| Super Employee Master | Current Data | 25-May-2023 21:53 | .xlsx |  |
| Payroll Bank File | Current Data | 25-May-2023 15:27 | .xlsx |  |
| Super Employee Master | Current Data | 23-May-2023 14:20 | .xlsx |  |

This is how leave accrual detail report excel will look like.



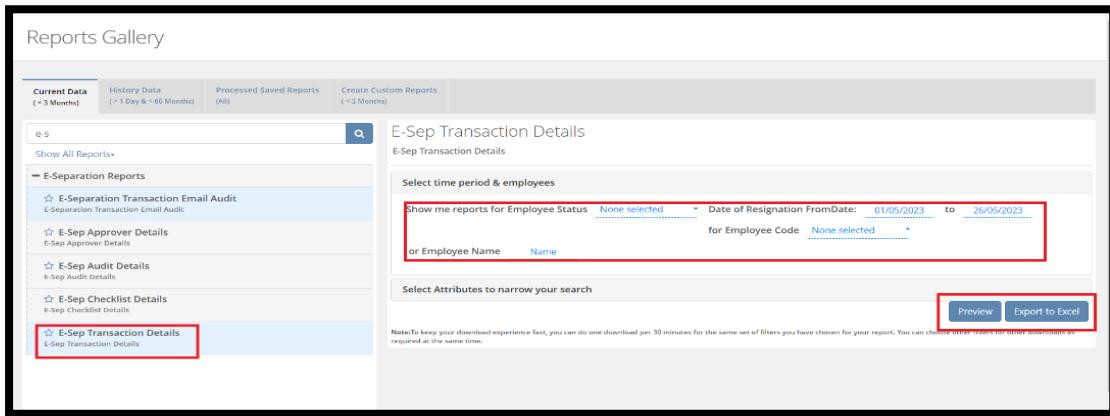
| Employee Code | Leave Year | Employee Name | Leave Type | Accrual Month | Start Period | End Period | Accr |
|---------------|------------|---------------|----------------|---------------|--------------|------------|------|
| Test001 | 2023-2023 | Charan | Long Service | May | 01-05-2023 | 31-05-2023 | |
| Test002 | 2023-2023 | Harsh | Long Service | May | 01-05-2023 | 31-05-2023 | |
| Test003 | 2023-2023 | Rohan | Parental Leave | May | 01-05-2023 | 31-05-2023 | |
| Test004 | 2023-2023 | Samiya | Long Service | May | 01-05-2023 | 31-05-2023 | |

- E-Separation Transaction Report**

To download this report, search E-separation transaction in the search box as mentioned below in the picture to view the report.

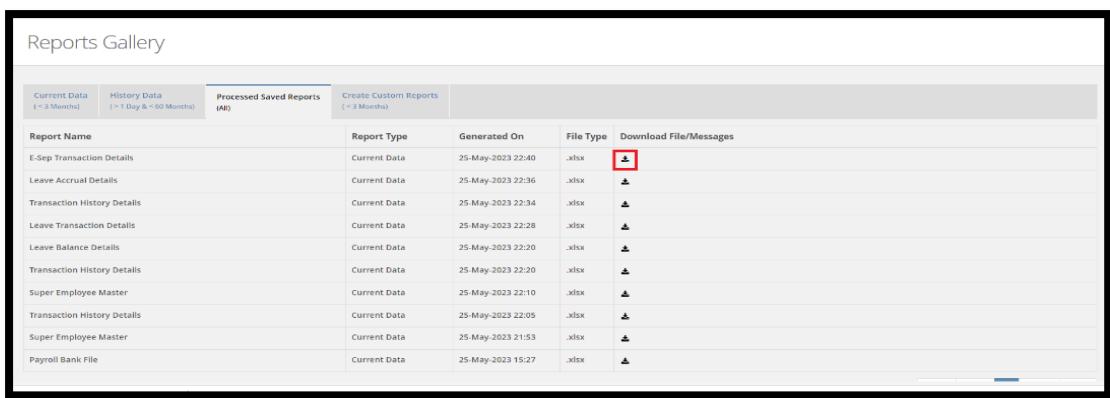
Select the report status, employee code or e-code -> Export to excel.

End User Guide for ZingHR



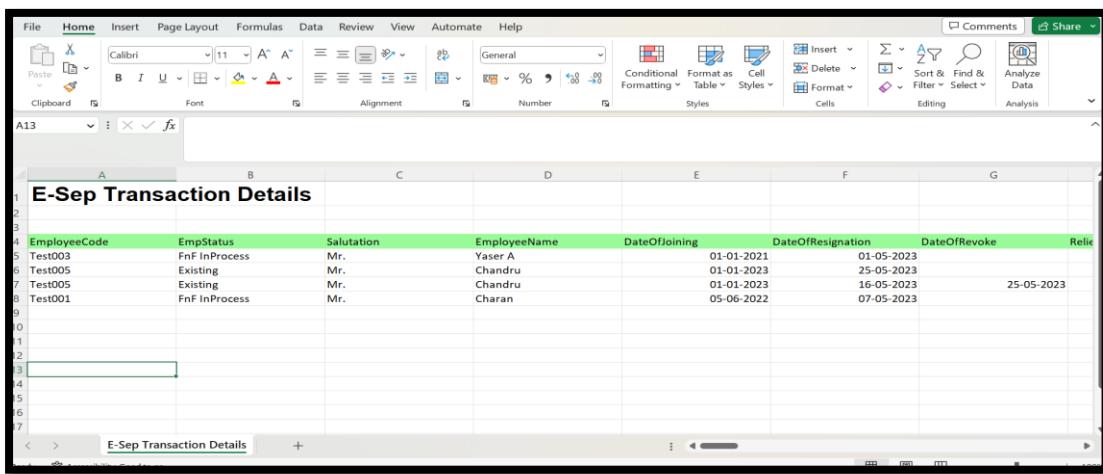
The screenshot shows the ZingHR Reports Gallery interface. At the top, there are four tabs: Current Data (< 3 Months), History Data (> 1 Day & < 60 Months), Processed Saved Reports (All), and Create Custom Reports (< 3 Months). Below these tabs, a search bar contains the text 'e-s'. Under the 'E-Sep Transaction Details' section, there is a red box around the 'E-Sep Transaction Details' link. To the right, there is a search form with fields for Employee Status, Date of Resignation From Date (01/05/2023 to 26/05/2023), Employee Code, and Employee Name. Below the search form, there are 'Preview' and 'Export to Excel' buttons, also highlighted with a red box.

Click on the download icon to download the reports.



The screenshot shows the ZingHR Reports Gallery interface displaying a list of generated reports. The columns include Report Name, Report Type, Generated On, File Type, and Download File/Messages. The 'Download File/Messages' column contains small blue download icons. A red box highlights the download icon for the 'E-Sep Transaction Details' report, which was generated on 25-May-2023 at 22:40 and is an .xlsx file.

This is how E-separation transaction report excel will look like.



The screenshot shows an Excel spreadsheet titled 'E-Sep Transaction Details'. The data is organized into columns: EmployeeCode, EmpStatus, Salutation, EmployeeName, DateOfJoining, DateOfResignation, DateOfRevoke, and Relie. The data entries are as follows:

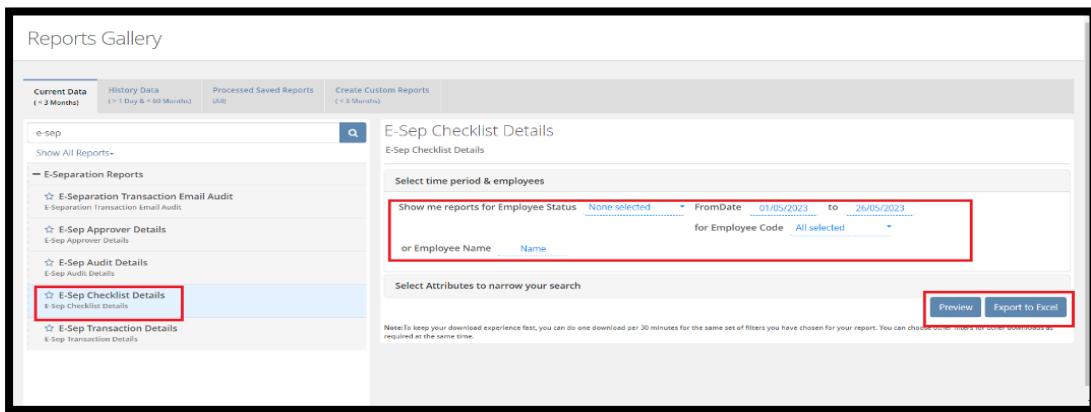
| EmployeeCode | EmpStatus | Salutation | EmployeeName | DateOfJoining | DateOfResignation | DateOfRevoke | Relie |
|--------------|---------------|------------|--------------|---------------|-------------------|--------------|-------|
| Test003 | FnF InProcess | Mr. | Yaser A | 01-01-2023 | 01-05-2023 | | |
| Test005 | Existing | Mr. | Chandru | 01-01-2023 | 25-05-2023 | | |
| Test005 | Existing | Mr. | Chandru | 01-01-2023 | 16-05-2023 | 25-05-2023 | |
| Test001 | FnF InProcess | Mr. | Charan | 05-06-2022 | 07-05-2023 | | |

End User Guide for ZingHR

- E-Separation checklist Report**

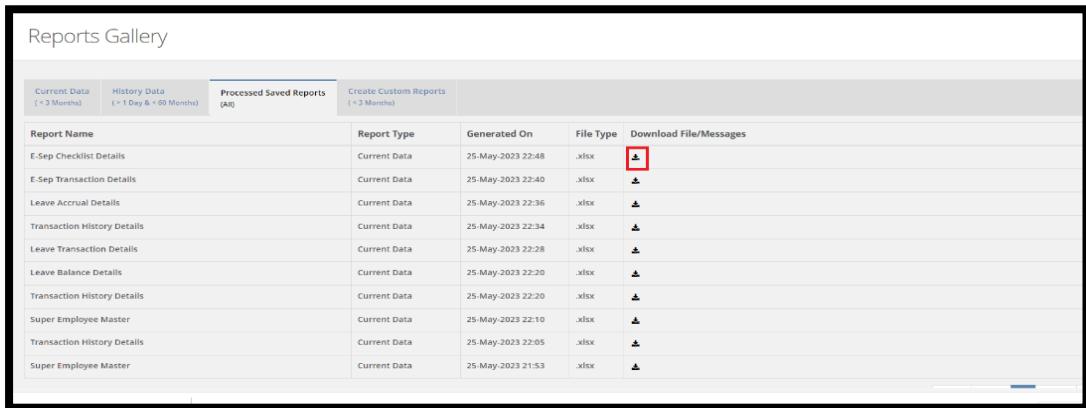
To download this report, search E-separation checklist in the search box as mentioned below in the picture to view the report.

Select the report status, employee code or e-code -> Export to excel.



The screenshot shows the 'Reports Gallery' interface. At the top, there are four tabs: 'Current Data (<= 3 Months)', 'History Data (>= 1 Day & < 60 Months)', 'Processed Saved Reports (All)', and 'Create Custom Reports (>= 3 Months)'. Below these tabs, a search bar contains the text 'e-sep'. A sidebar on the left lists several report categories, with 'E-Sep Checklist Details' highlighted by a red box. The main search area has a section titled 'E-Sep Checklist Details' with a sub-section 'Select time period & employees'. It includes fields for 'From Date' (01/05/2023) and 'To Date' (26/05/2023), and dropdowns for 'Employee Status' (None selected), 'Employee Code' (All selected), and 'Employee Name' (Name). Below this is a note about download limits. At the bottom right are 'Preview' and 'Export to Excel' buttons, also highlighted with a red box.

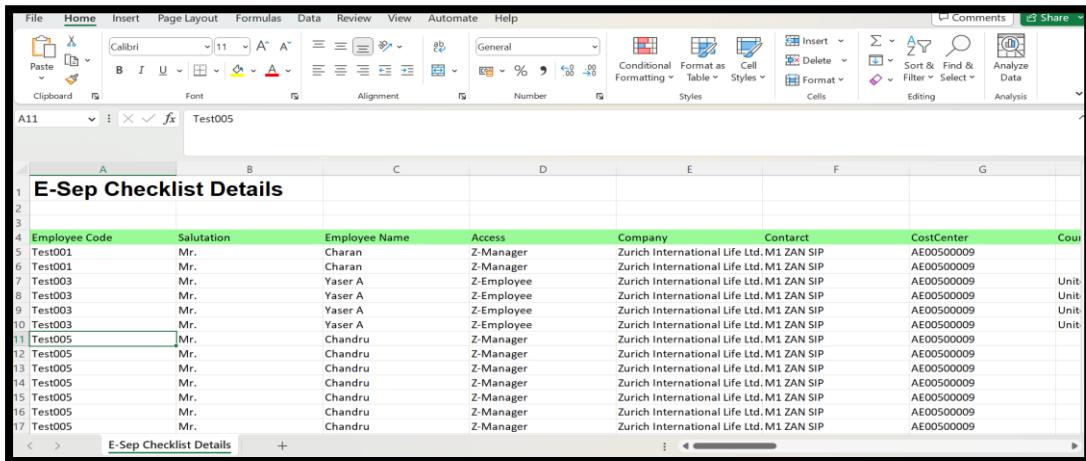
Click on the download icon to download the reports.



The screenshot shows the 'Reports Gallery' interface displaying a list of saved reports. The columns are 'Report Name', 'Report Type', 'Generated On', 'File Type', and 'Download File/Messages'. The 'Download File/Messages' column contains icons for each report. The first report, 'E-Sep Checklist Details', has its download icon highlighted with a red box. The other reports listed include 'E-Sep Transaction Details', 'Leave Accrual Details', 'Transaction History Details', 'Leave Transaction Details', 'Leave Balance Details', 'Transaction History Details', 'Super Employee Master', and 'Transaction History Details' (repeated).

This is how E-separation checklist report excel will look like.

End User Guide for ZingHR

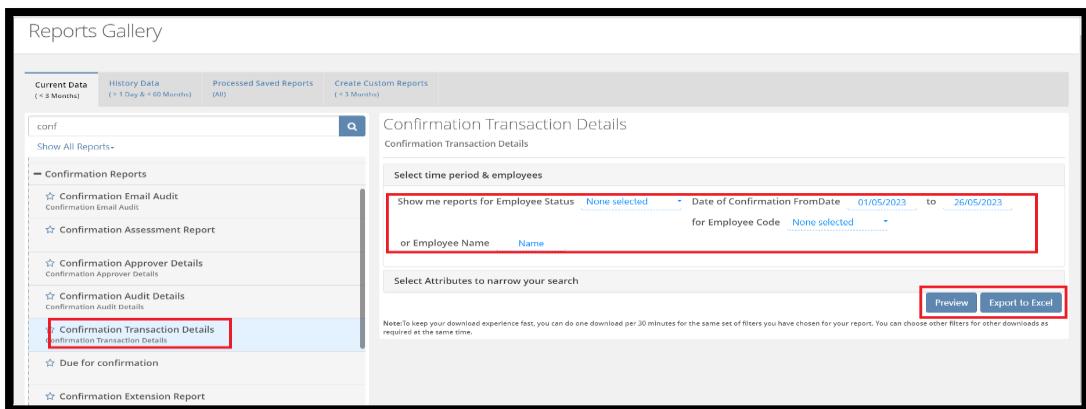


| Employee Code | Salutation | Employee Name | Access | Company | Contact | CostCenter | Cou |
|---------------|------------|---------------|------------|--------------------------------|------------|------------|------|
| Test001 | Mr. | Charan | Z-Manager | Zurich International Life Ltd. | M1 ZAN SIP | AE00500009 | |
| Test001 | Mr. | Charan | Z-Manager | Zurich International Life Ltd. | M1 ZAN SIP | AE00500009 | |
| Test003 | Mr. | Yaser A | Z-Employee | Zurich International Life Ltd. | M1 ZAN SIP | AE00500009 | Unit |
| Test003 | Mr. | Yaser A | Z-Employee | Zurich International Life Ltd. | M1 ZAN SIP | AE00500009 | Unit |
| Test003 | Mr. | Yaser A | Z-Employee | Zurich International Life Ltd. | M1 ZAN SIP | AE00500009 | Unit |
| Test003 | Mr. | Yaser A | Z-Employee | Zurich International Life Ltd. | M1 ZAN SIP | AE00500009 | Unit |
| Test005 | Mr. | Chandru | Z-Manager | Zurich International Life Ltd. | M1 ZAN SIP | AE00500009 | |
| Test005 | Mr. | Chandru | Z-Manager | Zurich International Life Ltd. | M1 ZAN SIP | AE00500009 | |
| Test005 | Mr. | Chandru | Z-Manager | Zurich International Life Ltd. | M1 ZAN SIP | AE00500009 | |
| Test005 | Mr. | Chandru | Z-Manager | Zurich International Life Ltd. | M1 ZAN SIP | AE00500009 | |
| Test005 | Mr. | Chandru | Z-Manager | Zurich International Life Ltd. | M1 ZAN SIP | AE00500009 | |
| Test005 | Mr. | Chandru | Z-Manager | Zurich International Life Ltd. | M1 ZAN SIP | AE00500009 | |
| Test005 | Mr. | Chandru | Z-Manager | Zurich International Life Ltd. | M1 ZAN SIP | AE00500009 | |
| Test005 | Mr. | Chandru | Z-Manager | Zurich International Life Ltd. | M1 ZAN SIP | AE00500009 | |
| Test005 | Mr. | Chandru | Z-Manager | Zurich International Life Ltd. | M1 ZAN SIP | AE00500009 | |

- **Confirmation Transaction Report**

To download this report, search confirmation transaction in the search box as mentioned below in the picture to view the report.

Select the report status, employee code or e-code -> Export to excel.



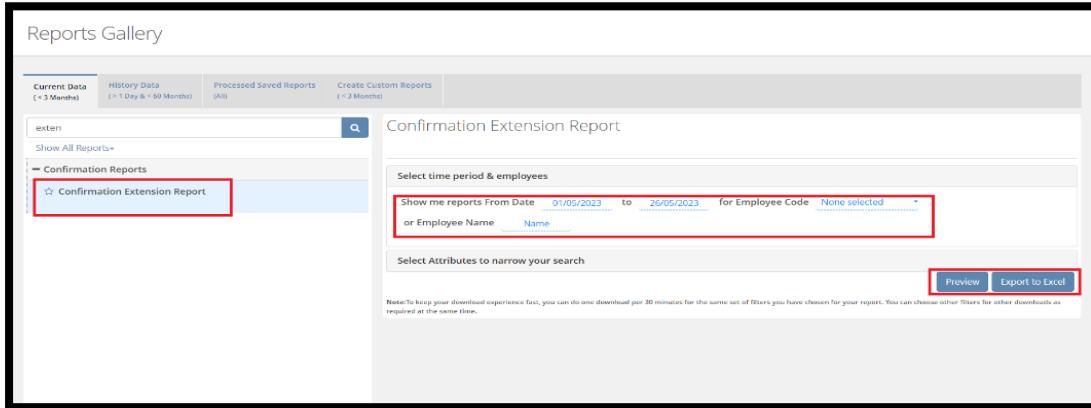
Click on the download icon to download the reports.

- **Confirmation Extension Report**

To download this report, search Confirmation Extension in the search box as mentioned below in the picture to view the report.

Select the report status, employee code or e-code -> Export to excel.

End User Guide for ZingHR



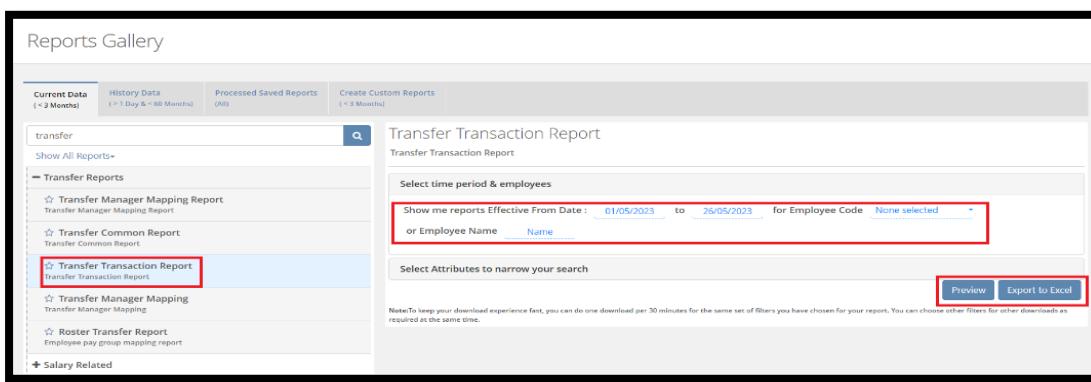
The screenshot shows the 'Reports Gallery' interface. In the search bar at the top left, the word 'extern' is typed. Below the search bar, there are four tabs: 'Current Data (< 3 Months)', 'History Data (> 1 Day & < 60 Months)', 'Processed Saved Reports (All)', and 'Create Custom Reports (< 3 Months)'. The 'Create Custom Reports' tab is currently selected. On the left sidebar, under the 'Confirmation Reports' section, the 'Confirmation Extension Report' is listed and highlighted with a red box. The main panel displays the 'Confirmation Extension Report' search form. It includes a search bar with 'extern', a date range selector ('From Date: 01/05/2023 to 26/05/2023'), an employee code input ('Employee Code: None selected'), and an employee name input ('Employee Name: Name'). Below the search form is a note: 'Note: To keep your download experience fast, you can do one download per 30 minutes for the same set of filters you have chosen for your report. You can choose other filters for other downloads as required at the same time.' At the bottom right of the search form are 'Preview' and 'Export to Excel' buttons.

Click on the download icon to download the reports.

- Transfer Report**

To download this report, search Transfer in the search box as mentioned below in the picture to view the report.

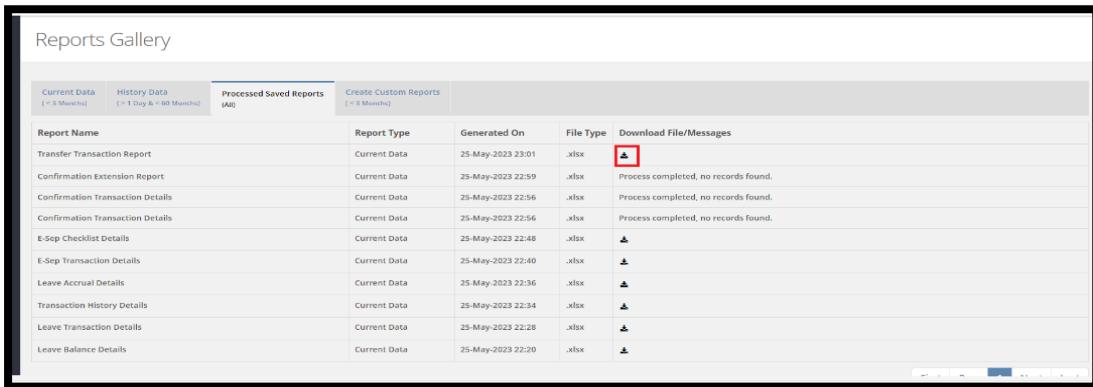
Select the report status, employee code or e-code -> Export to excel.



The screenshot shows the 'Reports Gallery' interface. In the search bar at the top left, the word 'transfer' is typed. Below the search bar, there are four tabs: 'Current Data (< 3 Months)', 'History Data (> 1 Day & < 60 Months)', 'Processed Saved Reports (All)', and 'Create Custom Reports (< 3 Months)'. The 'Create Custom Reports' tab is currently selected. On the left sidebar, under the 'Transfer Reports' section, the 'Transfer Transaction Report' is listed and highlighted with a red box. The main panel displays the 'Transfer Transaction Report' search form. It includes a search bar with 'transfer', a date range selector ('Effective From Date: 01/05/2023 to 26/05/2023'), an employee code input ('Employee Code: None selected'), and an employee name input ('Employee Name: Name'). Below the search form is a note: 'Note: To keep your download experience fast, you can do one download per 30 minutes for the same set of filters you have chosen for your report. You can choose other filters for other downloads as required at the same time.' At the bottom right of the search form are 'Preview' and 'Export to Excel' buttons.

Click on the download icon to download the reports.

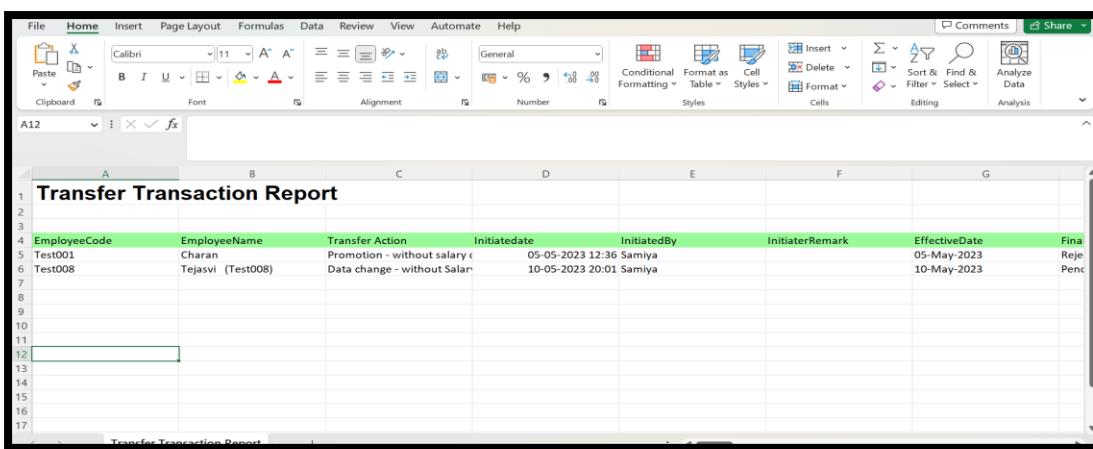
End User Guide for ZingHR



The screenshot shows the 'Processed Saved Reports' section of the ZingHR Reports Gallery. It lists various reports with their names, report types, generation dates, file types, and download links. The reports include Transfer Transaction Report, Confirmation Extension Report, Confirmation Transaction Details, Confirmation Transaction Details, E-Sep Checklist Details, E-Sep Transaction Details, Leave Accrual Details, Transaction History Details, Leave Transaction Details, and Leave Balance Details.

| Report Name | Report Type | Generated On | File Type | Download File/Messages |
|----------------------------------|--------------|-------------------|-----------|--------------------------------------|
| Transfer Transaction Report | Current Data | 25-May-2023 23:01 | .xlsx | Download |
| Confirmation Extension Report | Current Data | 25-May-2023 22:59 | .xlsx | Process completed, no records found. |
| Confirmation Transaction Details | Current Data | 25-May-2023 22:56 | .xlsx | Process completed, no records found. |
| Confirmation Transaction Details | Current Data | 25-May-2023 22:56 | .xlsx | Process completed, no records found. |
| E-Sep Checklist Details | Current Data | 25-May-2023 22:48 | .xlsx | Download |
| E-Sep Transaction Details | Current Data | 25-May-2023 22: | .xlsx | Download |
| Leave Accrual Details | Current Data | 25-May-2023 22:56 | .xlsx | Download |
| Transaction History Details | Current Data | 25-May-2023 22:34 | .xlsx | Download |
| Leave Transaction Details | Current Data | 25-May-2023 22:28 | .xlsx | Download |
| Leave Balance Details | Current Data | 25-May-2023 22:20 | .xlsx | Download |

This is how transfer report excel will look like.



The screenshot shows an Excel spreadsheet titled 'Transfer Transaction Report'. The data is organized into columns: EmployeeCode, EmployeeName, Transfer Action, Initiateddate, InitiatedBy, InitiatorRemark, EffectiveDate, and FinalStatus. The first two rows contain sample data, and the third row is highlighted in green.

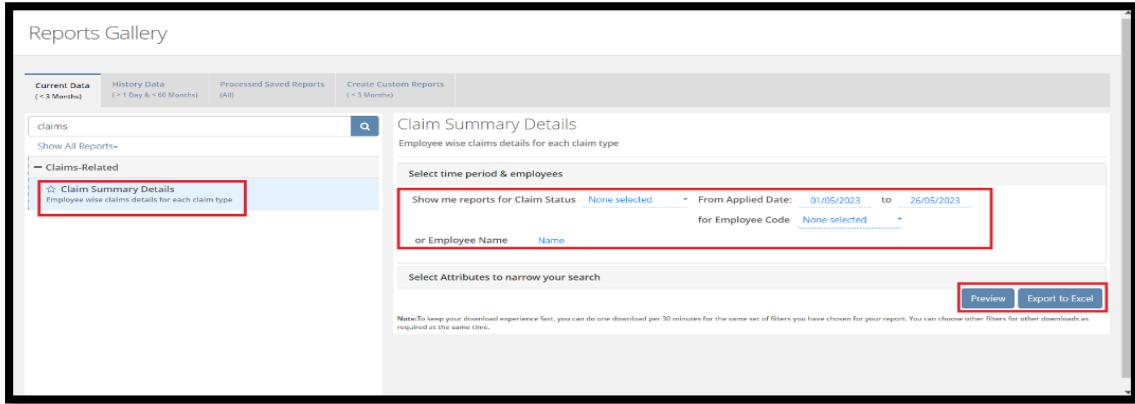
| EmployeeCode | EmployeeName | Transfer Action | Initiateddate | InitiatedBy | InitiatorRemark | EffectiveDate | FinalStatus |
|--------------|-------------------|-------------------------------------|------------------|-------------|-----------------|---------------|-------------|
| Test001 | Charan | Promotion - without salary change | 05-05-2023 12:36 | Samiya | | 05-May-2023 | Rejected |
| Test008 | Tejasvi (Test008) | Data change - without Salary Change | 10-05-2023 20:01 | Samiya | | 10-May-2023 | Pending |
| | | | | | | | |

- **Claim Summary Details**

To download this report, search claims in the search box as mentioned below in the picture to view the report.

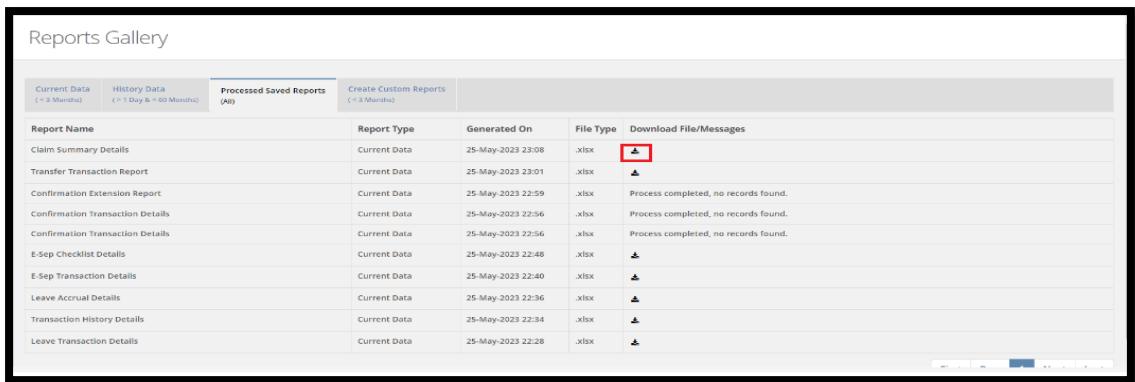
Select the report status, employee code or e-code -> Export to excel.

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The screenshot shows the 'Reports Gallery' interface. At the top, there are four tabs: 'Current Data (<= 3 Months)', 'History Data (> 1 Day & < 60 Months)', 'Processed Saved Reports (All)', and 'Create Custom Reports (<= 3 Months)'. The 'Current Data' tab is selected. Below the tabs, there is a search bar with the placeholder 'claims' and a magnifying glass icon. A dropdown menu titled 'Show All Reports' is open. Under 'Claims-Related', the 'Claim Summary Details' report is selected, highlighted with a red box. The main search area has a heading 'Claim Summary Details' and a sub-heading 'Employee wise claims details for each claim type'. It includes a section to 'Select time period & employees' with dropdowns for 'Show me reports for Claim Status' (None selected), 'From Applied Date' (01/05/2023 to 26/05/2023), and 'for Employee Code' (None selected). There is also a field for 'or Employee Name' with a placeholder 'Name'. Below this is a section to 'Select Attributes to narrow your search'. At the bottom right are 'Preview' and 'Export to Excel' buttons, both highlighted with red boxes.

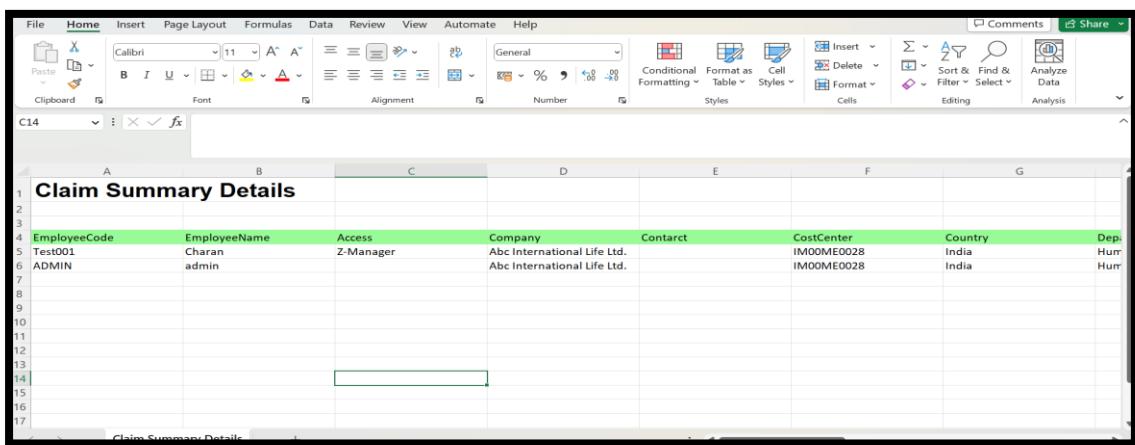
Click on the download icon to download the reports.



The screenshot shows the 'Reports Gallery' interface with the 'Processed Saved Reports' tab selected. The table lists various reports with their details:

| Report Name | Report Type | Generated On | File Type | Download File/Messages |
|----------------------------------|--------------|-------------------|-----------|--------------------------------------|
| Claim Summary Details | Current Data | 25-May-2023 23:08 | .xlsx | |
| Transfer Transaction Report | Current Data | 25-May-2023 23:01 | .xlsx | |
| Confirmation Extension Report | Current Data | 25-May-2023 22:59 | .xlsx | Process completed, no records found. |
| Confirmation Transaction Details | Current Data | 25-May-2023 22:56 | .xlsx | Process completed, no records found. |
| Confirmation Transaction Details | Current Data | 25-May-2023 22:56 | .xlsx | Process completed, no records found. |
| E-Sep Checklist Details | Current Data | 25-May-2023 22:48 | .xlsx | |
| E-Sep Transaction Details | Current Data | 25-May-2023 22:40 | .xlsx | |
| Leave Accrual Details | Current Data | 25-May-2023 22:36 | .xlsx | |
| Transaction History Details | Current Data | 25-May-2023 22:34 | .xlsx | |
| Leave Transaction Details | Current Data | 25-May-2023 22:28 | .xlsx | |

This is how claim summary details excel will look like.



The screenshot shows an Excel spreadsheet titled 'Claim Summary Details'. The columns are labeled: EmployeeCode, EmployeeName, Access, Company, Contact, CostCenter, Country, and Dep. The data is as follows:

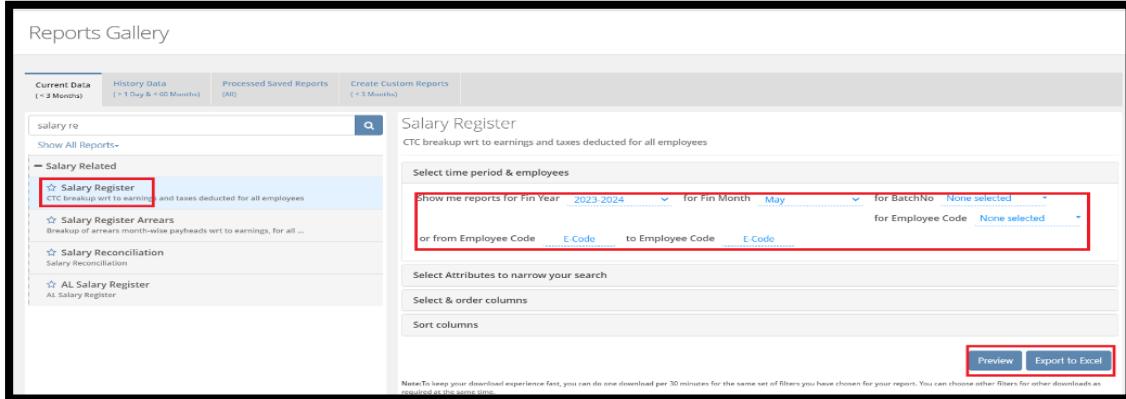
| EmployeeCode | EmployeeName | Access | Company | Contact | CostCenter | Country | Dep |
|--------------|--------------|-----------|-----------------------------|---------|------------|---------|------|
| Test001 | Charan | Z-Manager | Abc International Life Ltd. | | IM00ME0028 | India | Hurr |
| ADMIN | admin | | Abc International Life Ltd. | | IM00ME0028 | India | Hurr |

- Salary registers report**

To download this report, search salary registers in the search box as mentioned below in the picture to view the report.

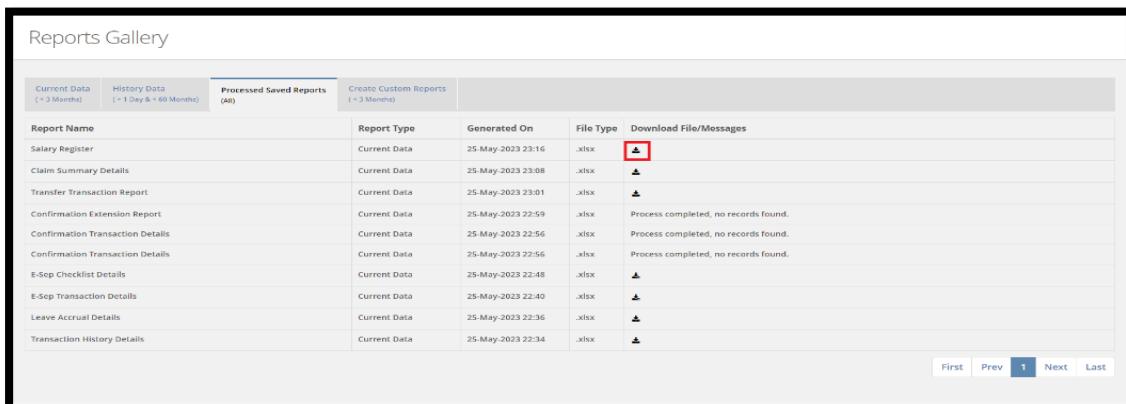
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Select the financial year, batch no., employee code or e-code -> Export to excel.



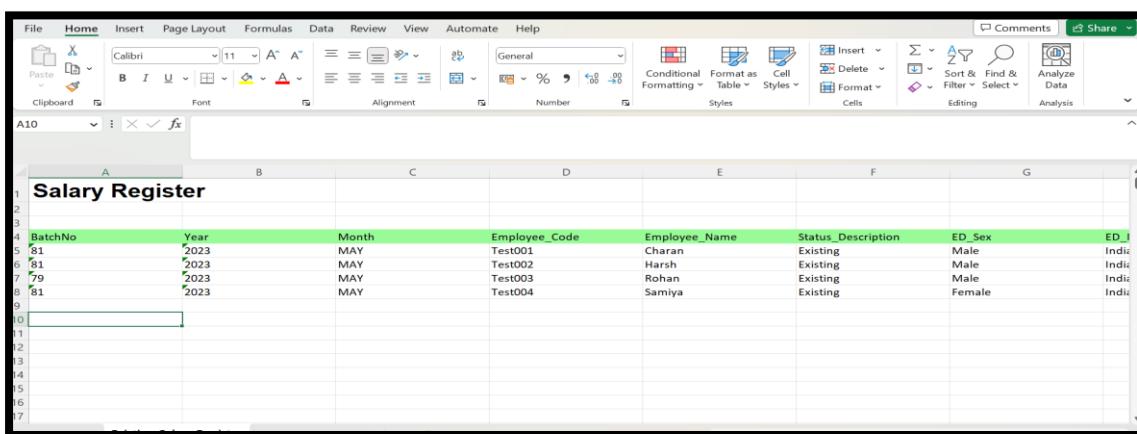
The screenshot shows the 'Reports Gallery' interface. In the top navigation bar, the 'Processed Saved Reports (All)' tab is selected. Below it, the 'Salary Register' report is displayed. The search bar contains 'salary re'. Under 'Select time period & employees', there are dropdowns for 'Fim Year' (2023-2024), 'Fim Month' (May), 'BatchNo' (None selected), 'Employee Code' (E-Code), and 'Employee Name' (E-Code). A note at the bottom states: 'Note: To keep your download experience fast, you can do one download per 30 minutes for the same set of filters you have chosen for your report. You can choose other filters for other downloads as required at the same time.' At the bottom right are 'Preview' and 'Export to Excel' buttons.

Click on the download icon to download the reports.



The screenshot shows a list of processed reports. The columns include Report Name, Report Type, Generated On, File Type, and Download File/Messages. The 'Download File/Messages' column for the 'Salary Register' report is highlighted with a red box. The 'File Type' column shows .xlsx for all reports. The 'Generated On' column shows dates from May 2023. The 'Report Name' column lists various reports like Claim Summary Details, Transfer Transaction Report, Confirmation Extension Report, etc. At the bottom right are navigation buttons: First, Prev, Next, Last.

This is how salary register report excel will look like.



The screenshot shows an Excel spreadsheet titled 'Salary Register'. The columns are: BatchNo, Year, Month, Employee_Code, Employee_Name, Status_Description, ED_Sex, and ED_I. The rows contain data for four employees:

| BatchNo | Year | Month | Employee_Code | Employee_Name | Status_Description | ED_Sex | ED_I |
|---------|------|-------|---------------|---------------|--------------------|--------|------|
| 81 | 2023 | MAY | Test001 | Charan | Existing | Male | Indu |
| 81 | 2023 | MAY | Test002 | Harsh | Existing | Male | Indu |
| 79 | 2023 | MAY | Test003 | Rohan | Existing | Male | Indu |
| 81 | 2023 | MAY | Test004 | Samiya | Existing | Female | Indu |

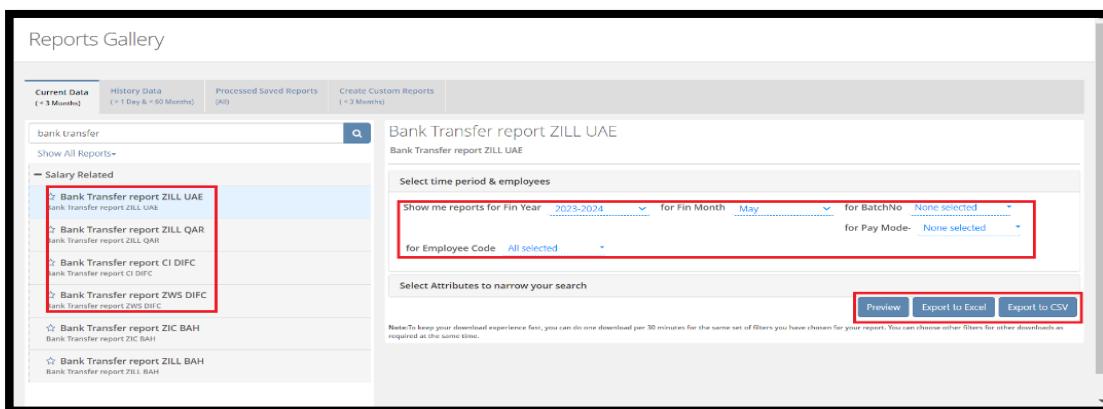
End User Guide for ZingHR

- **Bank Transfer reports for**

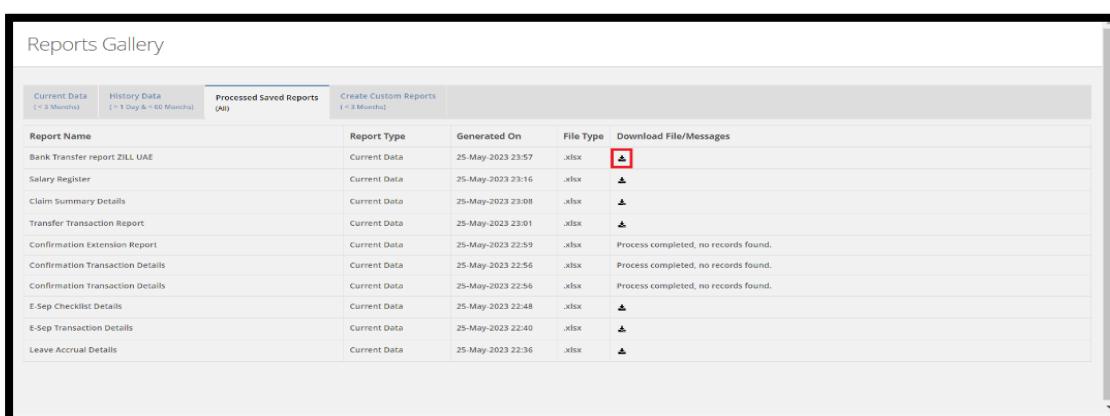
1. ZILL UAE
2. ZILL BAH
3. ZILLQAR
4. CI DIFC
5. ZWS CIDIFC

To download this report, search bank transfer in the search box as mentioned below in the picture to view the report.

Select the financial year, batch no., employee code or e-code -> Export to excel.



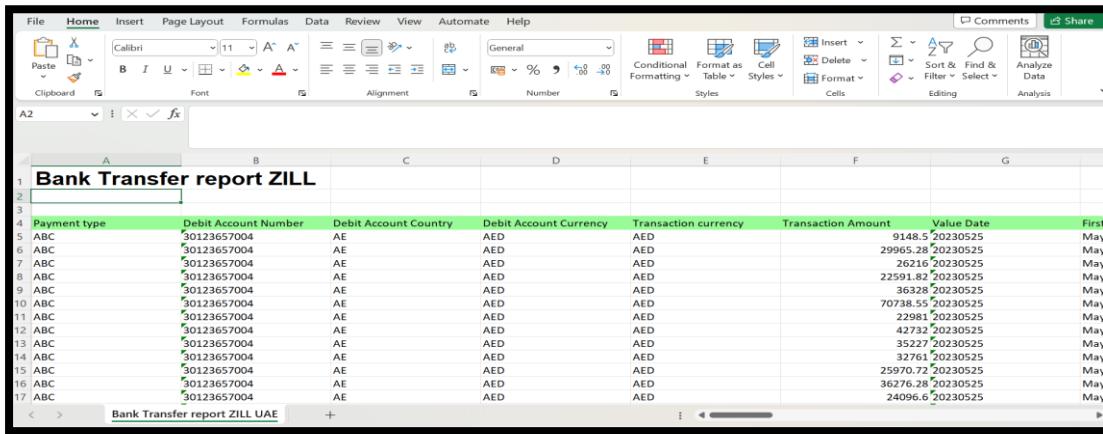
Click on the download icon to download the reports.



| Report Name | Report Type | Generated On | File Type | Download File/Messages |
|----------------------------------|--------------|-------------------|-----------|--------------------------------------|
| Bank Transfer report ZILL UAE | Current Data | 25-May-2023 23:57 | .xlsx | |
| Salary Register | Current Data | 25-May-2023 23:16 | .xlsx | |
| Claim Summary Details | Current Data | 25-May-2023 23:08 | .xlsx | |
| Transfer Transaction Report | Current Data | 25-May-2023 23:01 | .xlsx | |
| Confirmation Extension Report | Current Data | 25-May-2023 22:59 | .xlsx | Process completed, no records found. |
| Confirmation Transaction Details | Current Data | 25-May-2023 22:56 | .xlsx | Process completed, no records found. |
| Confirmation Transaction Details | Current Data | 25-May-2023 22:56 | .xlsx | Process completed, no records found. |
| E-Sep Checklist Details | Current Data | 25-May-2023 22:48 | .xlsx | |
| E-Sep Transaction Details | Current Data | 25-May-2023 22:40 | .xlsx | |
| Leave Accrual Details | Current Data | 25-May-2023 22:36 | .xlsx | |

This is how bank transfer report excel will look like for all country.

End User Guide for ZingHR



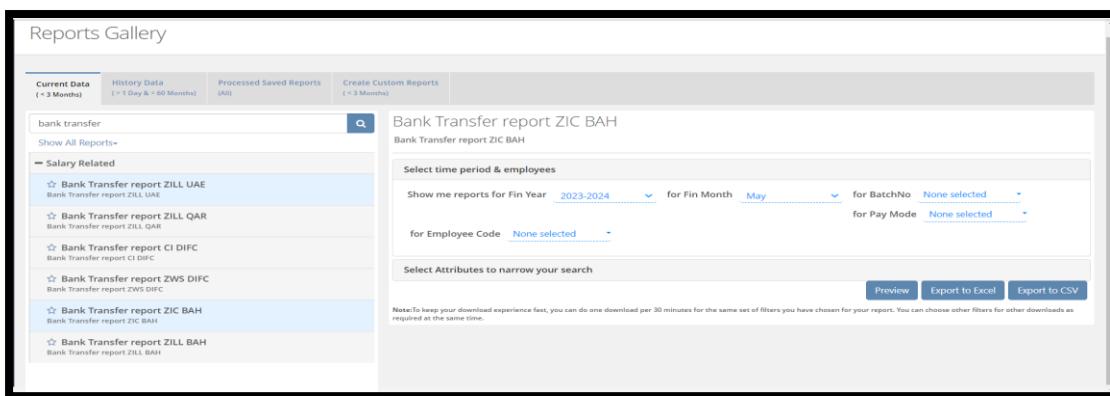
The screenshot shows a Microsoft Excel spreadsheet titled "Bank Transfer report ZILL". The data is organized into columns: Payment type, Debit Account Number, Debit Account Country, Debit Account Currency, Transaction currency, Transaction Amount, Value Date, and First. The data consists of 17 rows, each representing a bank transfer transaction. The transactions are all from account number 30123657004 to AE in AED, with amounts ranging from 9148.5 to 24096.6.

| Payment type | Debit Account Number | Debit Account Country | Debit Account Currency | Transaction currency | Transaction Amount | Value Date | First |
|--------------|----------------------|-----------------------|------------------------|----------------------|--------------------|------------|-------|
| ABC | 30123657004 | AE | AED | AED | 9148.5 | 20230525 | May |
| ABC | 30123657004 | AE | AED | AED | 29965.28 | 20230525 | May |
| ABC | 30123657004 | AE | AED | AED | 26216 | 20230525 | May |
| ABC | 30123657004 | AE | AED | AED | 22591.82 | 20230525 | May |
| ABC | 30123657004 | AE | AED | AED | 36328 | 20230525 | May |
| ABC | 30123657004 | AE | AED | AED | 70738.55 | 20230525 | May |
| ABC | 30123657004 | AE | AED | AED | 22981 | 20230525 | May |
| ABC | 30123657004 | AE | AED | AED | 42732 | 20230525 | May |
| ABC | 30123657004 | AE | AED | AED | 35227 | 20230525 | May |
| ABC | 30123657004 | AE | AED | AED | 32761 | 20230525 | May |
| ABC | 30123657004 | AE | AED | AED | 25970.72 | 20230525 | May |
| ABC | 30123657004 | AE | AED | AED | 36276.28 | 20230525 | May |
| ABC | 30123657004 | AE | AED | AED | 24096.6 | 20230525 | May |

- Bank Transfer ZIC BAH**

To download this report, search bank transfer in the search box as mentioned below in the picture to view the report.

Select the financial year, batch no., employee code or e-code -> Export to excel.



The screenshot shows the "Reports Gallery" interface. In the search bar, "bank transfer" is typed. Below the search bar, there is a section titled "Bank Transfer report ZIC BAH" with various filter options: "Select time period & employees", "Show me reports for Fin Year 2023-2024", "for Fin Month May", "for BatchNo None selected", "for Pay Mode None selected", and "for Employee Code None selected". At the bottom right, there are buttons for "Preview", "Export to Excel", and "Export to CSV".

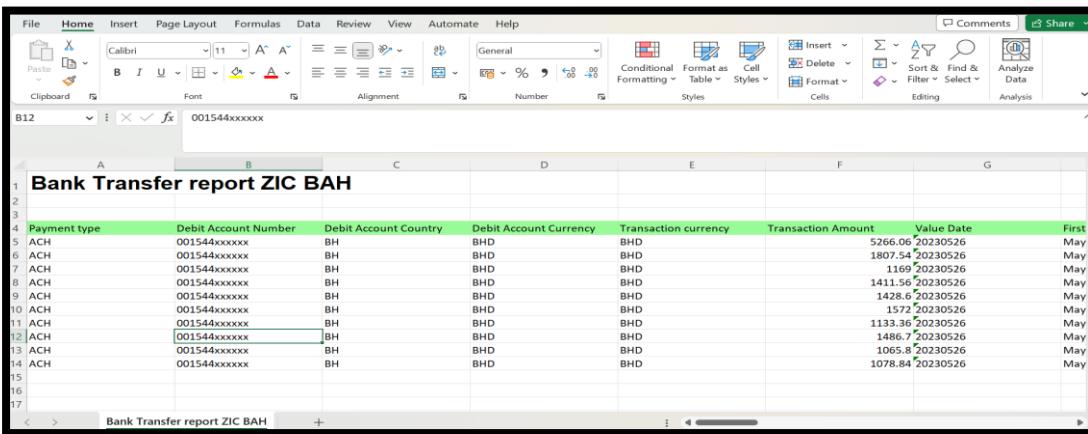
Click on the download icon to download the reports.

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Reports Gallery

| Report Name | Report Type | Generated On | File Type | Download File/Messages |
|----------------------------------|--------------|-------------------|-----------|--------------------------------------|
| Bank Transfer report ZIC BAH | Current Data | 26-May-2023 00:07 | .xlsx | |
| Bank Transfer report ZILL UAE | Current Data | 25-May-2023 23:57 | .xlsx | |
| Salary Register | Current Data | 25-May-2023 23:16 | .xlsx | |
| Claim Summary Details | Current Data | 25-May-2023 23:08 | .xlsx | |
| Transfer Transaction Report | Current Data | 25-May-2023 23:01 | .xlsx | |
| Confirmation Extension Report | Current Data | 25-May-2023 22:59 | .xlsx | Process completed, no records found. |
| Confirmation Transaction Details | Current Data | 25-May-2023 22:56 | .xlsx | Process completed, no records found. |
| Confirmation Transaction Details | Current Data | 25-May-2023 22:56 | .xlsx | Process completed, no records found. |
| E-Sep Checklist Details | Current Data | 25-May-2023 22:48 | .xlsx | |
| E-Sep Transaction Details | Current Data | 25-May-2023 22:40 | .xlsx | |

This is how bank transfer report excel will look like for all country.



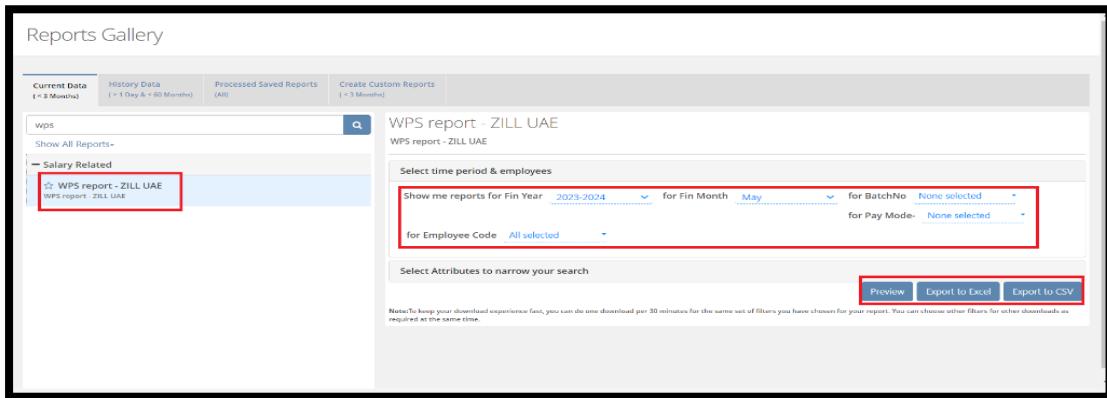
| Payment type | Debit Account Number | Debit Account Country | Debit Account Currency | Transaction currency | Transaction Amount | Value Date | First |
|--------------|----------------------|-----------------------|------------------------|----------------------|--------------------|------------|-------|
| ACH | 001544xxxxx | BH | BHD | BHD | 5266.06 | 20230526 | May |
| ACH | 001544xxxxx | BH | BHD | BHD | 1807.54 | 20230526 | May |
| ACH | 001544xxxxx | BH | BHD | BHD | 1169 | 20230526 | May |
| ACH | 001544xxxxx | BH | BHD | BHD | 1411.56 | 20230526 | May |
| ACH | 001544xxxxx | BH | BHD | BHD | 1428.6 | 20230526 | May |
| ACH | 001544xxxxx | BH | BHD | BHD | 1572 | 20230526 | May |
| ACH | 001544xxxxx | BH | BHD | BHD | 1133.36 | 20230526 | May |
| ACH | 001544xxxxx | BH | BHD | BHD | 1486.7 | 20230526 | May |
| ACH | 001544xxxxx | BH | BHD | BHD | 1065.8 | 20230526 | May |
| ACH | 001544xxxxx | BH | BHD | BHD | 1078.84 | 20230526 | May |

- WPS report ZILL UAE**

To download this report, search WPS report in the search box as mentioned below in the picture to view the report.

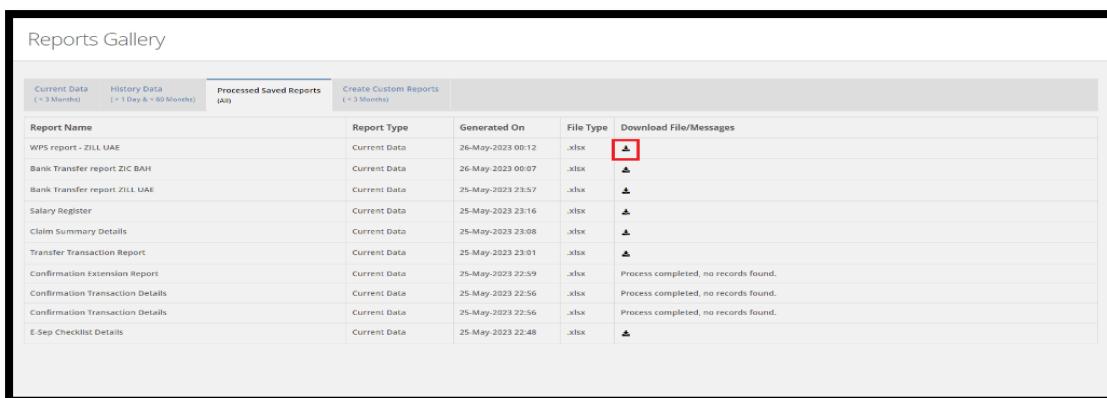
Select the financial year, batch no., employee code or e-code -> Export to excel.

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The screenshot shows the ZingHR Reports Gallery interface. At the top, there are tabs for 'Current Data' (1-3 Months), 'History Data' (1-1 Day & < 60 Months), 'Processed Saved Reports' (All), and 'Create Custom Reports' (> 3 Months). Below these tabs, a search bar contains 'wps' and a magnifying glass icon. A sidebar on the left lists 'Salary Related' reports, with 'WPS report - ZILL UAE' highlighted and enclosed in a red box. The main content area displays the 'WPS report - ZILL UAE' details. It includes a section for 'Select time period & employees' with dropdown menus for 'Show me reports for Fin Year' (2023-2024), 'for Fin Month' (May), 'for BatchNo' (None selected), and 'for Pay Mode' (None selected). Below this is a section for 'Select Attributes to narrow your search' with a dropdown menu set to 'All selected'. At the bottom right of the report details are three buttons: 'Preview', 'Export to Excel', and 'Export to CSV', also enclosed in a red box.

Click on the download icon to download the reports.



The screenshot shows the ZingHR Reports Gallery interface displaying a list of processed reports. The columns are 'Report Name', 'Report Type', 'Generated On', 'File Type', and 'Download File/Messages'. Each row contains a download icon (a blue triangle pointing down) in the 'Download File/Messages' column, which is enclosed in a red box. The reports listed include 'WPS report - ZILL UAE', 'Bank Transfer report ZIC BAH', 'Bank Transfer report ZILL UAE', 'Salary Register', 'Claim Summary Details', 'Transfer Transaction Report', 'Confirmation Extension Report', 'Confirmation Transaction Details', 'Confirmation Transaction Details', and 'E-Sep Checklist Details'. The 'Generated On' column shows dates ranging from May 2023 to June 2023, and the 'File Type' column shows '.xlsx' for all reports.